

**Congratulations on undertaking the challenge of an Advanced Placement class!** The culmination of all your hard work is taking the AP Exam. The registration period is fast approaching so please carefully review each bullet of information:

1. The cost of each exam will be **\$92** during the registration window of

**February 23- March 18, 2011 at 1:00 p.m.**

2. Students **must** register online at [www.TotalRegistration.net/AP/052986](http://www.TotalRegistration.net/AP/052986)

3. **Payment options:**

- we encourage you to utilize the credit card processing online at **no** additional cost.
- if a credit card cannot be used, payment in the form of cash/check/money order may be made in the finance office.
- if you are eligible for a fee reduction, we will accept cash/check/money order after the application has been approved.

4. **Students with financial need may be eligible for a fee reduction.**

- Deadline to request a fee reduction is **Wednesday, March 16, 2011**
- Fee reduction request forms are available via:
  - a. Westview website <http://powayusd.sdcoe.k12.ca.us/pusdwwhs/> or email [aberner@powayusd.com](mailto:aberner@powayusd.com) for an application
- Any student using a fee waiver who does not take an exam will be required to pay a \$25 fee per exam.

5. **Late registration** and payment window is between **March 18, 2011, at 1:01 p.m.- March 24, 2011, at 1:00 p.m.** There is a **\$20 late fee** per exam, which will result in a total cost of **\$112 fee per exam.**

6. **Stand-by Testing:** Students who wish to sign up after the March 24th deadline will be put on a waiting list and will be charged a \$125 exam fee payable in cash only on the day of the exam, **only if an exam is available.** SIGN UP EARLY!

7. **Refund policy:**

- If refund is requested before March 18, 2011 by 1:00 p.m., a full refund will be issued.
- If refund is requested between March 18, 2011 at 1:01 p.m. and the date of the test registered for- a refund of \$50 will be issued.
- If a student does not show up on the day of the exam- NO refund will be issued.

8. If you want to take an exam that is not being offered at Westview, see Mrs. Berner **PRIOR to signing up for any tests at WV.**

9. Students with prior approval from College Board for special **accommodations** (extended time, etc.) must see Mrs. Berner **ASAP.**

10. Students **MUST choose a pre-bubbling administration session** on the registration page before they will be allowed to sign up for tests. Pre-bubbling administration will take place on **Wednesday mornings in the Westview Theater at 8:00 a.m. on April 13<sup>th</sup> or 20<sup>st</sup>.** Tuesday, **April 19<sup>th</sup>** is only available if your AP teacher signed up to go as a class, check with your AP teacher prior to selection.

11. **AM exam check in at 7:30am** (including Wednesdays). **PM exam check in at 11:30**

## Testing locations 2011

Westview	Del Sur	Stake	Del Norte
Calculus AB	Computer Science	Calculus BC	Chinese Lang*
US History	Physics C: E & M	Biology	Japanese Lang*
European History	English Literature	Physics B	
Statistics	World History	US Govt and Politics	* If taking Calculus <b>and</b> Chinese or
Spanish Language	Art History		English Literature <b>and</b> Japanese,
Studio Art			sign up to take both at Del Norte
Environmental Science			
Chemistry			
English Language			

Again, congratulations on your endeavors! I look forward to working with you to ensure a smooth testing experience. Please feel free to contact me with any questions via email to [aberner@powayusd.com](mailto:aberner@powayusd.com).

Alisa Berner, Counselor/AP Coordinator