

## Congratulations on undertaking the challenge of an Advanced Placement class!

The registration period is fast approaching so please carefully review each bullet of information

1. Students **must** register online at [www.TotalRegistration.net/AP/052986](http://www.TotalRegistration.net/AP/052986)  
Regular registration: February 29 – March 23, 2012 until 1:00 p.m.
2. Each exam will be **\$92** during the regular registration window.
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 **Friday, March 16, 2012**
  - Fee reduction request forms are available via:  
Westview website <http://powayusd.sdcoe.k12.ca.us/pusdwvhs/> 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 run from **March 23, 2012, at 1:01 p.m. until March 29, 2012, at 1:00 p.m.** There is a **\$20 late fee** per exam, which results in a total cost of **\$112 fee per exam**.
6. **Stand-by Testing:** Students who wish to sign up after the March 29th 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 23, 2012 by 1:00 p.m., a full refund will be issued.
  - If refund is requested between March 29, 2012 at 1:01 p.m., and the date of the test, 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 by Westview, see Mrs. Berner (Wolverine Center) **PRIOR to signing up for any tests at WV**. This includes AP Chinese, Japanese, Psychology, German Language, Music Theory, French Language, Macro/Microeconomics, Italian Language, Human Geography and Spanish Literature.
9. Students with prior approval from College Board for special **accommodations** (extended time, etc.) must see Mrs. Berner (Wolverine Center) **as soon as possible**.
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 18<sup>th</sup> or 25<sup>st</sup>**. **Wednesday, April 18<sup>th</sup> during class time** 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.**
12. \* **All students taking an exam that is being held off campus at Del Sur, Stake, Black Mtn Middle School or Mt. Carmel must complete a trip permit.**

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

Alisa Berner, Counselor/AP Coordinator

### 2012 Testing Locations

Westview	Del Sur *	Stake *	Black Mtn Middle*	Mt. Carmel *	Del Norte
Calculus AB	Computer Science	Biology	Calculus BC	Chemistry	Chinese Lang**
US History	Physics C	Physics B			Japanese Lang**
European History	English Literature	US Govt and Politics			* **If taking Calculus <b>and</b> Chinese <b>OR</b>
Spanish Language	World History	English Language			English Literature <b>and</b> Japanese,
Studio Art	Art History	Statistics			sign up to take both at Del
Environmental Science					Norte

