

# NEUQUA VALLEY AP TESTING REGISTRATION INFORMATION 2017



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Dear Neuqua Valley Families,

*It is that time of year for us to begin the AP registration process. This handout will serve as your guide in registering online and in answering all your questions. It is essential that both students and parents understand the registration process.*

## **ONLINE AP EXAM REGISTRATION**

There are TWO steps to the registration process:

**STEP 1:** You must complete the first step of the registration process online at [www.TotalRegistration.net/AP/143108](http://www.TotalRegistration.net/AP/143108). At this site you will be prompted to enter registration information, contact information, and select the exams you want to take.

**STEP 2:** Once you complete all of the required information, follow the payment option that meets your needs. The exam fee will be \$97 per test. Full payment is due at registration. Once complete, print copies of your confirmation page.

**Fee Waiver:** If you are eligible for a fee waiver, see Ms. Janes in the Freshman House or Mrs. Fong in the Senior House for more information.

## **IMPORTANT DEADLINES & CANCELLATION**

**Registration Open:** February 13-March 7. Deadline for regular registration is 11:59 p.m. on March 7, 2017.

**Late Registration Open:** March 8-April 6. \$10 late fee PER test. NO REGISTRATION AFTER APRIL 6, 2017.

**Cancellation:** If a student registers for a test and later decides not to take the test, they need to follow the cancellation instructions on the Total Registration website. Students cancelling exams from March 8th through April 13th will get \$75 refund per exam. There is no refund available for cancellations after April 13th. Please refer to the refund policy for specific information. Any questions, please contact Ms. Carbonara at 630.428.6021 or [lorinda\\_carbonara@ipisd.org](mailto:lorinda_carbonara@ipisd.org).

## **MANDATORY PRE-ADMINISTRATION SESSION**

At Main Tues. April 11 --- 1st Period (A-L) - Auditorium

At Main Tues. April 11 --- 2nd Period (M-Z) - Auditorium

At BFC Wed. April 12 --- 1st period (Freshman) -Forum H128

All students taking AP exams MUST attend a Pre-Administration session. Please report directly to the Pre-Administration session at the beginning of the period. You will be excused from your class; attendance will be taken. You should attend the session for your letter of the alphabet. If you have a conflict, please contact Mrs. LaPorta in the Sophomore House or Ms. Frontera in the Junior House.

## **FREQUENTLY ASKED QUESTIONS**

**Two exams at the same time?** If you wish to take two exams offered at the same time, register for both exams. Prior to March 8th, see Ms. Schuller in College and Career, and she will advise what exam will be offered on an alternate date and provide further instructions. College Board has set the Alternate Exam dates as May 17-19, 2017. Contact Ms. Schuller at 630.428.6023 or [sandy\\_schuller@ipisd.org](mailto:sandy_schuller@ipisd.org) with questions.

**Do you require testing accommodations?** Contact Mr. Atchley at [john\\_atchley@ipisd.org](mailto:john_atchley@ipisd.org) or 630.428.6004.

**Question about online registration?** Contact Mrs. LaPorta (Sophomore House) [stephanie\\_laporta@ipisd.org](mailto:stephanie_laporta@ipisd.org) or Ms. Carbonara (College & Career Center) [lorinda\\_carbonara@ipisd.org](mailto:lorinda_carbonara@ipisd.org)

**Questions about AP course information?** Contact your son or daughter's teacher for the AP Class.



## TRANSPORTATION FOR AP TESTING

Most AP Exams will be held at Calvary Church, 9S200 Route 59, Naperville at the corner of Route 59 and Montgomery Road. Students have two options for transportation to Calvary Church: Bus or Alternate (*includes driving or being dropped off by parent*).

Students must indicate on the online registration form their transportation choice. The form of transportation a student chooses will have to be taken both to and from Calvary. Enter at the Northwest corner of Calvary Church. Parents picking up students are asked to wait outside. Only students and AP staff are allowed in the testing area.

**Students riding the bus:** Meet by the Gazebo behind the NV Main Commons (Door 32) by 7:20 a.m. for morning exams. The bus will leave NO LATER than 7:25 a.m. For afternoon exams, meet at the Gazebo at 11:20 a.m.; the bus will leave NO LATER than 11:25 a.m.

**Students driving:** Calvary Church has asked NV students to park in the east lot and enter through Door #1. Do not drive in the rear lot by the school.

In the chart below, the location of each exam is indicated in parentheses. “CC” indicates Calvary Church and “NV” indicates Neuqua Valley.

Week One	Morning - 7:30 AM	Afternoon - 11:30 AM
Monday, May 1	(CC) Chemistry (CC) Environmental Science	(CC) Psychology
Tuesday, May 2	(CC) Computer Science A <b>(NV) Spanish Language</b>	(CC) Art History
Wednesday, May 3	(CC) English Lit (AP Eng 4/gr.12)	
Thursday, May 4	(CC) Govt & Pol: US	<b>(NV) Chinese Language</b>
Friday, May 5	<b>(NV) German Language</b> (CC) U.S. History	<b>(NV) Studio Art (digital portfolio)</b>
Week Two	Morning - 7:30 AM	Afternoon - 11:30 AM
Monday, May 8	(CC) Biology <b>(NV) Music Theory</b>	11:30 AM                      1:30 PM (CC) Physics C: Mechanics    (CC) Physics C: Elec
Tuesday, May 9	(CC) Calculus AB (CC) Calculus BC	<b>(NV) French Language</b>
Wednesday, May 10	(CC) English Lang (AP Eng 3/gr. 11)	(CC) Macroeconomics
Thursday, May 11	(CC) Gov't & Politics: Comp (CC) World History	(CC) Statistics
Friday, May 12	(CC) Human Geography (CC) Microeconomics	(CC) European History
<b>May 17-19</b>	<b>AP Alternate Testing</b>	<b>(must be approved by the Director of Guidance at NVHS)</b>