

2026-2027 San Clemente High School

Non-Attender AP Registration Process

1. Email the AP Coordinator, Mrs. von Urff to obtain approval mjvonurff@capousd.org. Only students who live within CUSD boundaries can test at our school sites.
2. Once approved, the AP Coordinator will give you a College Board Join Code for **each** exam that is being taken.
3. Students must then login to their College Board account (or create one) and “join” each class with the specific code(s) given by the AP Coordinator.
<https://myap.collegeboard.org/login>
4. The next step is exam payment. This is done through Total Registration. Once complete, you will be placed on a waitlist pending the coordinator’s approval. Once approved, you will log back in and proceed with payment.
<https://user.totalregistration.net/AP/052814>
5. **Students must complete BOTH steps of the process to be completely registered! Registration is not complete until College Board and Total Registration have been finished.**

Important dates for the registration process

- **Tue, Sept 1, 2026** - Registration payment begins via Total Registration
- **Fri, Oct 30, 2026, at 12:00 noon** – Standard fee registration closes, last day to request a full refund.
- **Sat, Oct 31, 2026, at 12:00 AM** - Registrations and payments on and after this date will incur a \$40 nonrefundable late fee per exam. Only partial refunds will be given (\$45 cancellation fee).
- **Tue, Mar 2, 2027, at 12:00 noon** – Late registration closes. **NO** orders may be placed after this date and time. No Partial refunds are given after this date and time.

Important Exam Day Reminders

- Please visit our website for the most current, up to date testing information, policies, exam locations and updates. With you being a visitor to our school for testing, you may not be included in mass communications. So please check our website or reach out with questions!
<https://sctritons.capousd.org/Guidance/AP-Exams/index.html>
- Cell phones are NOT permitted anywhere in the testing room! Leave it at home or in the car!
Students must bring a form of ID.