



Dear Students & Families:

The May 2022 AP Exams will be administered in school as paper-and-pencil exams over two weeks: May 2–6 and May 9–13. Review the [College Board website](#) for more information.

Students at Mountain Lakes High School will be registering for AP testing using the Total Registration online program. Online registration for AP exams will begin on **Tuesday, October 26 at 8:00 AM and will end on Tuesday, November 9 at 11:59 PM**. Each exam costs \$100, with the exception of AP Seminar & Research which cost \$148. We strongly recommend that both parents and students are present while registering to ensure that the correct exams are ordered.

In order to register, visit: <https://user.totalregistration.net/AP/310855>. MLHS is excited to offer families the convenience of paying exam fees online at the time of registration. Please be sure to have a credit or debit card available before beginning the registration process. **Registration will not be considered complete until students have answered all of the questions and paid for exams.** It is recommended that you print a copy of the confirmation page that is provided at the end of registration for your records.

**\*\* IMPORTANT: If you are in enrolled in an AP class but do NOT wish to take the exam, you must complete [THIS FORM](#) by November 9.\*\***

**Key Dates:**

- Tuesday, October 26 at 8:00 AM: Registration begins.
- Tuesday, November 9 at 11:59 PM: Registration ends. Unpaid registrations will be canceled, and those exams will not be ordered.
- Please note that the MLHS dates and deadlines for AP Registration may be earlier than those generally posted by College Board so that we may plan for facilities and proctors.

**Please Note:**

- The College Board has waived cancellation fees for the past two years due to the COVID-19 pandemic. **They have reinstated the \$40 cancellation fee for May 2022 exams.**
- Students who wish to take an AP exam for a class that they are NOT taking at MLHS (i.e. you are independently studying for the exam) should contact Mrs. Nicholson for additional registration information.
- Students who wish to take an AP exam not offered at MLHS may request this exam through the Total Registration site; the student will be placed on a waitlist and contacted by the MLHS Counseling Department regarding the possibility of testing.
- If a student misses the registration deadline, they must contact Mrs. Nicholson. A \$40 late fee will apply. Students can request late registration up until March 1.
- Students with both AM and PM exams on the same day should bring a bagged lunch.

If you have any questions, please contact Mrs. Nicholson, MLHS AP Coordinator, at [cnicholson@mlschools.org](mailto:cnicholson@mlschools.org)