

# AP Registration 2021-22

## Registration:

There are TWO ways to register for AP exams:

1. **On-line registration** is open from **September 15<sup>th</sup> to October 15<sup>th</sup>, 2021**. Registration and payment will be completed online using the [PaySchools Central system](#). Please see the back of this sheet for specific instructions.
2. **Fee Waiver:** If you are enrolled in the free/reduced lunch program, please complete and return [Form # 6152 F1 Request for AP-IB Financial Aid](#) and return to your counselor or Ms. Snide in the Guidance Office.

## Test Fees

- The cost is \$98 for each AP exam.

## Test Schedule

- AP tests are **May 2- May 13, 2022**. The Coffman exam schedule will be available in the Spring. Please review and plan your schedule accordingly.
- All students taking morning exams will report at **7:30 a.m.** and students taking an afternoon tests will eat 5A lunch at 11:30 a.m. and then report to their testing area. Most afternoon tests extend beyond the scheduled school day.

## Registration Questions?

- If you have scheduling conflicts, questions about accommodations, or are enrolled in the free/reduced lunch program or another federal assistance program and need to request a fee waiver prior to registration, please contact [Mrs. Ewing](#) in the Guidance Office.

## AP Exam Registration Using the PaySchools Central Online System

1. Please visit the Dublin Coffman website at: [DublinCoffman.com](http://DublinCoffman.com)
2. SELECT: For Parents
3. SELECT: [PaySchools Central](#)
4. Please log in to your [PaySchools Central](#) account or follow the instructions on how to register.
5. Once logged in to your [PaySchools Central](#) account, please **select the student** who will be taking an AP exam and select Activity Fees.
6. Please select **COFFMAN** Advanced Placement Testing Fee. *Please pay special attention that you are selecting the Coffman Advanced Placement Testing Fee.*
7. Please select the exams you wish to register. Please carefully review the exam (s) placed in your cart for accuracy. **This is essential in making sure the correct exams are ordered.**
8. Once you have entered your credit card information and paid for the exams, your registration is complete. A receipt will be emailed for your records.
9. Coffman will receive an email notification of your registration.
10. Students- you should have a [College Board](#) account listing each of your AP classes. By October 15<sup>th</sup>, you will be able to view that you have registered and paid for your exams through this online portal. If you don't have an account, please create one and ask each of your AP teachers for their respective access code. If you need help troubleshooting the account, please contact the College Board directly at 866-315-6068.