All participants must preregister via Cvent using their College Board login. The steps below can be taken if login issues are encountered.
If you do not have a College Board login, click here to Create your College Board Account
Forgot your username? Click here to Retrieve College Board Username.
Forgot your password? Click here to Retrieve College Board Password.

1. Once logged in, complete the pre-registration information and select the session you would like to attend. The Early Bird Discount is automatically applied if you are preregistering on or before June 30, 2023. The program runs online from July 10-13, 2023.

2. If you would like to receive 3 quarter units of credit, select the option at the end of the session selection page. There is an additional $150 fee for credit. Additional assignments to receive credit for the course will be determined by the AP Consultant and will vary between courses.
   **Note:** Most school districts pay as non-credit. Upon registration approval, participants will receive an invoice for the additional $150. The invoice will have instructions to pay the additional $150 via the Student Portal. The deadline to pay this additional fee is 5 p.m. on July 11, 2023.

3. Select the method of payment you intend to use.
   Review the available payment methods and select your preferred option. If you are a scholarship recipient, be sure to select that option. The information below includes information pertaining to all the available options. This information can also be found in Cvent.

4. Once you complete your pre-registration in Cvent, you will receive a Registration Pending Approval email. This email will note the balance for the registration. *Your registration will be pending approval until payment or purchase order is received.*

5. To submit payment, follow the instructions in the Registration Pending Approval email.
   Note: Registration via purchase order may take longer to process. We encourage participants to submit documentation to the school or district administrator as soon as possible.

6. Once payment or purchase order is received, your status in Cvent will be updated to “Approved” and you will receive an email confirmation.

**College Board Scholarship:** To complete registration as a scholarship recipient, email, fax, or mail your Cvent registration confirmation along with a copy of your Letter of Commitment and Award Letter to our Student Services Department. The registration for scholarship recipients may be processed for credit or non-credit.

**Tuition:** All subjects (non-credit): $625

**Discounts applicable:**

- An Early Bird discount of $50 is automatically applied if you pre-register before June 30, 2023.

Should you have any questions in regards to this registration process, please contact apsi@ucx.ucr.edu.

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# APSI 2023 - PAYMENT METHODS

Registration is not complete until payment or purchase order has been received. After pre-registering via Cvent, the next step is to complete your registration by submitting payment through one of the following methods:

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Credit Card</strong>&lt;br&gt;(Self-Pay/School District) &lt;br&gt;Domestic Participants</td>
<td><strong>Option 1:</strong> During the preregistration process, select “Self-Pay – Make Card Pymt./Int'l Wire Transfer NOW”. An invoice will be created within 2-3 business days, and an email will be sent to you containing instructions for making the online payment through the Student Portal. VISA, Mastercard, and Discover cards are acceptable forms of payment. Payment must be made within 48 hours of the invoice being issued. &lt;br&gt;<strong>Option 2:</strong> During the preregistration process, select “Self-Pay – Make Card Pymt./Int'l Wire Transfer Later”. When you are ready to make payment, contact the Student Services Department at 951.827.4105 to initiate an invoice that will be payable through the Student Portal. VISA, Mastercard, and Discover cards are acceptable forms of payment. Payment must be made within 48 hours of the invoice being issued. Business Hours: Monday-Thursday: 8:00 a.m. - 5:00 p.m. (PT) <em>(Closed: 12 – 1 p.m.)</em></td>
</tr>
<tr>
<td><strong>Purchase Order</strong>&lt;br&gt;Domestic Participants</td>
<td>Participants: If your school or school district will be paying for your registration, submit a copy of your Registration Pending Approval email to your school administrator for processing. &lt;br&gt;School Administrators: Submit a check or purchase order to our office with a copy of the Registration Pending Approval email for each participant as soon as possible. &lt;br&gt;MAIL TO: UC RIVERSIDE UNIVERSITY EXTENSION UNIVERSITY VILLAGE, BUILDING E, SUITE 201 900 UNIVERSITY AVE., RIVERSIDE, CA 92521 &lt;br&gt;FAX TO: STUDENT SERVICES - 951.827.7273 EMAIL TO: <a href="mailto:register@ucx.ucr.edu">register@ucx.ucr.edu</a></td>
</tr>
<tr>
<td><strong>Check</strong>&lt;br&gt;Domestic Participants</td>
<td>Mail check made payable to REGENTS- UC and enclose a copy of the Registration Pending Approval email. If sending a check for multiple registrations, include the Registration Pending Approval email for each participant. &lt;br&gt;MAIL TO: UC RIVERSIDE UNIVERSITY EXTENSION UNIVERSITY VILLAGE, BUILDING E, SUITE 201 900 UNIVERSITY AVE., RIVERSIDE, CA 92521</td>
</tr>
<tr>
<td><strong>International Participants (Only)</strong></td>
<td><strong>Option 1:</strong> During the preregistration process, select “Self-Pay – Make Card Pymt./Int'l Wire Transfer NOW”. An invoice will be created within 1 business day, and an email will be sent to you containing instructions for making the online payment through the Student Portal. VISA, Mastercard, and Discover cards are acceptable forms of payment. Payment must be made within 48 hours of the invoice being issued. If you would like to pay via a wire transfer instead, send an email to <a href="mailto:apsi@ucx.ucr.edu">apsi@ucx.ucr.edu</a> requesting the instructions for this. &lt;br&gt;<strong>Option 2:</strong> During the preregistration process, select “Self-Pay – Make Card Pymt./Int'l Wire Transfer Later”. When you are ready to make payment, contact the Student Services Department at 951.827.4105 to initiate an invoice that will be payable through the Student Portal. VISA, Mastercard, and Discover cards are acceptable forms of payment. Payment must be made within 48 hours of the invoice being issued. If you would like to pay via a wire transfer instead, send an email to <a href="mailto:apsi@ucx.ucr.edu">apsi@ucx.ucr.edu</a> requesting the instructions for this. Business Hours: Monday-Thursday: 8:00 a.m. - 5:00 p.m. (PT) <em>(Closed: 12 – 1 p.m.)</em></td>
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