

School District: _____

UCR Extension APSI 2021 – Registration Process (Participants)

1. All participants are required to register via [Cvent](#) with their College Board login. The steps below can be taken if log-in issues are encountered.
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 - If you do not have a College Board login, please [Create a College Board Account](#)
 - **Forgot your Username?** [Retrieve College Board User Name](#)
 - **Forgot your Password?** [Retrieve College Board Password](#)
2. Once logged in, please complete the questionnaire and select the session you would like to attend. The Early Bird Discount is automatically applied if you are registering on or before July 2, 2021.
3. 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. online or via telephone. The deadline to pay this additional fee is July 13, 2021 at 5 p.m. (PT)
4. Select the method of payment.
 - If your school district will be paying for your registration with a purchase order (P.O.) or check, select that option as your payment method. If your school will be sending 4 or more teachers to this APSI, enter the discount code provided by your school administrator.
School District Code: _____
5. Once you complete Step 1 of your registration in Cvent, you will receive a *Registration Pending Approval* email. This email will note the balance for the registration. If you entered a school district code, the discount has already been applied to the session selected. The discount will be verified once the P.O./payment is received from the District. You will also be able to see your balance if you selected to receive credit. ***Your registration will be pending approval until P.O./payment is received.***
6. To submit payment, follow the instructions in the *Registration Pending Approval*.
 - Note: Registration via P.O. may take longer to process. We encourage participants to submit documentation to the school administrator as soon as possible.
7. The receipt of the P.O./payment is the 2nd step of the registration process. Upon receipt, your status in Cvent will be updated to “Approved” and you will receive an email confirmation.
8. Materials will be ordered directly from College Board after the P.O./payment has been received. Materials will be shipped to the mailing address indicated when you registered in Cvent. There is no guarantee for on-time delivery of materials for P.O./payments received after June 18, 2021.

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

APSI 2021 - PAYMENT METHODS

Credit Card (Self-pay / District)	Purchase Order	Check	International
<p>Contact the Student Services Department at 951.827.4105 to submit payment over the phone. VISA, Mastercard, and Discover cards are acceptable forms of payment.</p> <p>Business Hours: Monday-Thursday: 8:00 a.m. - 5:00 p.m. (PT)</p> <p>*(Closed: 12 – 1 p.m.)</p>	<p>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.</p> <p>School Administrators: Submit a copy of the P.O. to our office with a copy of the Registration Pending Approval email for each participant as soon as possible.</p> <p>MAIL TO: UC Riverside Extension, University Village, Building E, Suite 201</p> <p>900 University Ave., Riverside, Ca. 92521</p> <p>FAX TO: Student Services - 951.827.7273</p> <p>EMAIL TO: register@ucx.ucr.edu</p>	<p>Mail check made payable to REGENTS-UC and enclose a copy of your Registration Pending Approval email. If sending a check for multiple registrations, please include the Registration Pending Approval email for each participant.</p> <p>MAIL TO: UC Riverside Extension, University Village, Building E, Suite 201</p> <p>900 University Ave., Riverside, Ca. 92521</p>	<p>International participants, payment can be made through any of these two methods:</p> <p>1. Contact the Student Services Department at 951.827.4105 to submit payment over the phone. VISA, Mastercard, and Discover cards are acceptable forms of payment.</p> <p>Business Hours: Monday-Thursday: 8:00 a.m. - 5:00 p.m. (PT)</p> <p>*(Closed: 12 – 1 p.m.)</p> <p>2. Contact us for guidelines to completing a wire transfer to make payment.</p> <p>EMAIL TO: apsi@ucx.ucr.edu</p>

College Board Scholarship: To register as a scholarship recipient, mail or fax your Cvent registration confirmation along with a copy of your Letter of Commitment and Award Letter to the Student Services Department. Kindly note that you will be invoiced for the total amount due if payment from the College Board is not received by the course start date. The registration for Scholarship Recipients may be processed for credit or non-credit.