

School District: \_\_\_\_\_

## UCR Extension APSI 2021 – Registration Process (School District – Purchase Order/Payment)

1. School Administrators cannot register on behalf of participants. All participants are required to register via [Cvent](#) with their College Board login. The steps below can be taken if participants experience any issues when logging in.
  - If participants do not have a College Board login, they are required to [Create a College Board Account](#)
  - **Forgot Username?** [Retrieve College Board User Name](#)
  - **Forgot Password?** [Retrieve College Board Password](#)
2. Once logged in, participants will complete a questionnaire and select the session they would like to attend. The Early Bird Discount is automatically applied if participants are registering on or before July 2, 2021.
3. Participants will also have the option to receive 3 quarter units of credit for an additional fee of \$150. This option can be selected during registration. Additional assignments to receive credit for the course will be determined by the AP Consultant and will vary between courses.
  - Typically, school districts pay for the non-credit fee to avoid conflict if participants will be using units to move over on the pay scale. Participants who wish to add the 3 quarter units of credit will receive an invoice for the additional \$150. fee after the district purchase order (P.O.)/payment has been processed by our office. The deadline to pay this additional fee is July 13, 2021 at 5 p.m. (PT).
4. Notify your participants if their registration payment will be a P.O. or check. Participants will be required to select the payment method during registration. If you will be sending 4 or more participants, you are eligible to receive a discount of \$70. off per registration. Kindly contact our office at [apsi@ucx.ucr.edu](mailto:apsi@ucx.ucr.edu) to receive your discount code. You may provide this code to your participants to enter in their registration application. The discount will be verified on their application once the P.O./payment is received. *School District Code:* \_\_\_\_\_
5. Once participants complete the 1<sup>st</sup> step of their registration application in Cvent, they will receive a *Registration Pending Approval* email. This email will note the balance for the registration. If a participant entered a school district code, the discount has already been applied to the session selected. You will also be able to see if the participant elected to receive credit. Please have your participants submit a copy of the email to your office to include with the P.O./payment. Registration via P.O. may take longer to process. We encourage participants to submit documentation to the school administrator as soon as possible.
6. The participant's registration is "Pending Approval" until the P.O./payment is received. The receipt of the P.O./payment is the 2<sup>nd</sup> step of the registration process. Materials will be ordered from College Board on behalf of your participant after the P.O./payment has been received.
7. Once the P.O./payment has been received, the participant's status in Cvent will be updated to "Approved" and they will receive an email confirmation.
8. School Districts may substitute participants registered (for the same session) at any time prior to the event start date. However, you will be invoiced for all participants registered if

the initial participant is not dropped by June 18, 2021. Dropping participants after this date will be billed according to the refund policy. There will be no exceptions.

- Notify our office at [apsi@ucx.ucr.edu](mailto:apsi@ucx.ucr.edu) if you have any substitutions. Substitution participants will still need to complete the registration process in Cvent. UCR Extension staff will cancel the previous attendee's registration in Cvent once we receive notice from the District.

Should you have any questions in regard to this registration process, please contact [apsi@ucx.ucr.edu](mailto: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><b>Business Hours:</b> Monday-Thursday: 8:00 a.m. - 5:00 p.m. (PT)</p> <p><b>*(Closed: 12 – 1 p.m.)</b></p>	<p><b>Participants:</b> 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><b>School Administrators:</b> 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><b>MAIL TO:</b> UC Riverside Extension, University Village, Building E, Suite 201  900 University Ave., Riverside, Ca. 92521</p> <p><b>FAX TO:</b> Student Services - 951.827.7273</p> <p><b>EMAIL TO:</b> <a href="mailto:register@ucx.ucr.edu">register@ucx.ucr.edu</a></p>	<p>Mail check made payable to <b>REGENTS-UC</b> 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><b>MAIL TO:</b> UC Riverside Extension, University Village, Building E, Suite 201  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><b>Business Hours:</b> Monday-Thursday: 8:00 a.m. - 5:00 p.m. (PT)</p> <p><b>*(Closed: 12 – 1 p.m.)</b></p> <p>2. Contact us for guidelines to completing a wire transfer to make payment.</p> <p><b>EMAIL TO:</b> <a href="mailto:apsi@ucx.ucr.edu">apsi@ucx.ucr.edu</a></p>

**For your reference:**

**Regular Tuition per course offered:**

- All subjects: \$600.

**School District Tuition with NO credit units and with ALL discounts already applied (\$70. off for 4 or more participants and \$50. Early Bird Discount if registered by July 2, 2021):**

- All subjects: \$480.

**School District Tuition with NO credit units and with school district discount applied, if registered after July 2, 2021 (\$70. off for 4 or more participants):**

- All subjects: \$530.