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 can Create a College Board Account.
   - If participants forgot their username or password, they can use the following links: Retrieve College Board Username or Retrieve College Board Password

2. Once logged in, participants will complete the pre-registration information and select the session they would like to attend. The Early Bird Discount is automatically applied if participants are preregistering on or before June 30, 2023.

3. Participants also have the option to receive 3 quarter units of credit for an additional fee of $150. This option can be selected during pre-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 only, to avoid conflict if participants will be using units to move over on the pay scale. Participants who wish to add credit will receive an invoice for the additional $150 fee after the school district purchase order or payment has been processed by our office. The deadline to pay this additional fee is 5 p.m. on July 11, 2023.
   Notify your participants if their registration payment will be in the form of a purchase order or check. Participants will need to select the payment method during pre-registration.

   Once participants complete their pre-registration application in Cvent, they will receive a Registration Pending Approval email. This email will note the balance for the registration, in addition to whether the participant has elected to receive credit. Please have your participants submit a copy of the email to your office, for you to include with the payment/purchase order. Registration via purchase order may take longer to process. We encourage participants to submit documentation to the school administrator as soon as possible.

   The participant’s registration is “Pending Approval” until the payment or purchase order is received.

   Once payment or purchase order is received, the participant’s status in Cvent will be updated to “Approved” and they will receive an email confirmation.

   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 16, 2023. Dropping participants after this date will be billed according to the refund policy.

   - Please notify our office at apsi@ucx.ucr.edu if you have any substitutions. Substitution participants will still need to complete the preregistration process in Cvent prior to being enrolled into the class. UCR Extension staff will cancel the previous attendee’s registration in Cvent once we receive notice from the District.

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

**Discounts applicable:**
Early Bird Discount - $50 off is automatically applied if participants pre-register before June 30, 2023.

Group Discount: Groups of 4 or more participants are eligible to receive a school district discount of $70 off for each registration. Contact us at apsi@ucx.ucr.edu to receive your unique district discount code. The teachers will need to input the code when preregistering for the event.

Should you have any questions in regards to this registration process, please contact apsi@ucx.ucr.edu.
### 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 registration by submitting payment through one of the following methods:

<table>
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<tr>
<th>Payment Method</th>
<th>Instructions</th>
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| **Credit/Debit Card**                               | **Option 1:** 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.  
**Option 2:** 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) *(Closed: 12 – 1 p.m.)**                                                                                                                                                                                                                           |
| (Self-Pay/School District)                          | Domestic Participants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| **Purchase Order**                                  | **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.  
**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.  
MAIL TO:  
UC RIVERSIDE UNIVERSITY EXTENSION  
UNIVERSITY VILLAGE, BUILDING E, SUITE 201  
900 UNIVERSITY AVE., RIVERSIDE, CA 92521  
FAX TO:  
STUDENT SERVICES - 951.827.7273  
EMAIL TO:  
register@ucx.ucr.edu                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| **Domestic Participants**                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| **Check**                                            | 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.  
MAIL TO:  
UC RIVERSIDE UNIVERSITY EXTENSION  
UNIVERSITY VILLAGE, BUILDING E, SUITE 201  
900 UNIVERSITY AVE., RIVERSIDE, CA 92521                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| **Domestic Participants**                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| **International Participants (Only)**               | **Option 1:** 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 apsi@ucx.ucr.edu requesting the instructions for this.  
**Option 2:** 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 apsi@ucx.ucr.edu requesting the instructions for this.  
Business Hours: Monday-Thursday: 8:00 a.m. - 5:00 p.m. (PT) *(Closed: 12 – 1 p.m.)**                                                                                                                                                                                                                           |
| **Domestic Participants**                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |