



FREQUENTLY ASKED QUESTIONS (FAQ)

What are the dates and delivery format for the APSI at UGA?

Week	Format	Date	Days
Week 1	Online	June 14 to 18, 2021	Monday to Friday
Week 2		June 28 to July 2, 2021	
Week 3		July 12 to 16, 2021	

Which sessions are offered each week in 2021?

Week 1 sessions are:

- Calculus AB
- Chemistry
- English Language & Composition
- English Literature & Composition
- European History
- Human Geography
- Physics 1: Algebra Based
- U.S. Government & Politics
- World History: Modern

Week 2 sessions are:

- Biology
- Comparative Government
- English Language & Composition
- English Literature & Composition
- German Language & Culture
- Human Geography
- Latin
- Psychology
- Spanish Language & Culture
- World History: Modern

Week 3 sessions are:

- Biology
- Calculus BC
- English Language & Composition
- English Literature & Composition
- Economics (Micro & Macro Combined)
- French Language & Culture
- Psychology
- Spanish Language & Culture
- Statistics
- U. S. Government & Politics
- U.S. History
- World History: Modern



How do I register for the session?

Registrations for the 2021 Advanced Placement Summer Institutes for Teachers are processed through Cvent. *All attendees must have an AP Central Account* to begin the registration process. Click [here](#) to be redirected to the UGA website to get more information. You must click the “Register Now” tab next to the week you would like to attend.

What are my payment options?

After completing registration in Cvent, you must create an account in the University of Georgia’s registration system (Public Service & Outreach (PSO) Registration System) to process payments for the workshop.

- **Credit Card.** You are encouraged to pay online with a credit card (Visa, Mastercard, American Express, Discover) to immediately secure and confirm your space. Credit Card payment is expected within three (3) business days of the registration in Cvent.
- **Purchase Order.** Many schools are willing to pay directly for your registration in an APSI workshop. This is most often accomplished by having our organization issue an invoice and your school either creating a Purchase Order or paying the invoice directly with a check.
- **Scholarship.** We highly recommend going ahead and registering now if you are applying for a CollegeBoard scholarship. We will hold your space in the course until we get the release of the scholarship recipients list from the CollegeBoard in early May. If you do not receive a scholarship, we will notify you. You or your school will need to make full payment at that time to hold your space in the course. Email us at apsi@georgiacenter.uga.edu for more information.

How do I apply for a scholarship/ funding support?

The CollegeBoard offers qualifying teachers the opportunity to attend an APSI for free in the form of scholarships and/or fellowships. For more information visit the [CollegeBoard website](#).

Please note that *requesting a scholarship from the CollegeBoard is not the same thing as registering for an APSI workshop*. If you have submitted a scholarship request to the CollegeBoard, we strongly encourage you to register for your chosen APSI workshop online as soon as possible, as they often fill up fast.

To hold a spot in a course after you have submitted a scholarship, click “Register Now” on the week that you would like to attend, and you will be redirected to the Cvent registration system to register. We will guide you through the process of indicating your scholarship request when you register, and you will not have to make a payment up front.

What is included in the registration fee?

The fees include the following:

- Instruction by a College Board endorsed consultant.
- College Board course materials shipped to the participant's address
- Certificate of Completion.
- Digital badge.
- And access to uploaded material in UGA's Learning Management System. Workshops will be held via Zoom.

How do I modify or cancel my registration for this APSI?

1. You may receive a refund of any monies paid, minus a \$100 cancellation fee, if we receive your cancellation notice in writing before the deadlines listed below:

- **Week 1 (June 14-18)**: cancel on or before **Monday, May 24, 2021 at 3pm ET**
- **Week 2 (June 28-July 2)**: cancel on or before **Monday, May 31, 2021 at 3pm ET**
- **Week 3 (July 12-16)**: cancel on or before **Monday, June 7, 2021 at 3pm ET**

2. Cancellations after the deadlines listed above will not be refunded, though school systems may substitute another teacher for a paid participant in the same course.

3. To change or cancel your registration, email questions@georgiacenter.uga.edu or call (706) 542-3537, Monday through Friday, 8:00am to 5:00pm ET.

4. Most courses require a minimum enrollment of 10 participants. Courses with insufficient enrollment will be cancelled on or before May 31, 2021. Participants will be notified by email if a course is cancelled, and refunds will be processed and submitted to the individual or school who paid the registration fee. The Georgia Center will not be responsible for any charges related to travel or other personal expenses.

All accounts must be paid in full prior to the start of the APSI. APSI registrations are confirmed only after payment has been received.

All payments are made directly to the University of Georgia and NOT CollegeBoard.

How are refunds processed?

Refunds are processed in the same manner they were paid. If you paid with a credit card, the refund will be credited to the account on record. If you paid with a check (invoice), we will issue a check following the cancellation and refund policy. The payment will be sent to the person listed as the payee.

Do I need special equipment to attend the Online APSI?

You will need a computer or tablet with internet access for synchronous sessions. Asynchronous sessions can be accessed in the UGA Learning Management System (LMS). Google Chrome and Mozilla Firefox works best with UGA's LMS.

You are encouraged to use a web camera and a headset with microphone to have a more interactive session with the Consultant and other participants.

How and when can I access the session online?

Your access to the LMS begins on the week before the workshop. Unique logins and passwords will be issued to each participant with login instructions will be sent via email. You will have access to the online course only during the week you registered for.

What is the daily schedule of the UGA APSI Online?

The daily schedule may vary based on the content, activities, discussions, etc. However, hours run from 9:00 AM (ET) to 4:00 PM (ET).

There will be an hour lunch break and a 15-minute break during the morning and afternoon session were recommended to the consultants.

What do I need to do to get a Certificate of Completion?

The sessions contain both synchronous and asynchronous delivery formats. Th APSI is designed to provide 30 hours of professional learning and participants are expected to complete all work within the 5-day workshop. You will receive your certificate the week after the APSI you have attended if there are no pending payments.

What do I do if I need technical support or having some connection issues?

- Call our registration team at 706-542-3537. Tell them your name and the workshop you are attending.
- Email: apsi@georgiacener.uga.edu

How and when will I receive my workshop materials?

All workshop binders will be shipped directly to all U.S. based participants by the CollegeBoard, make sure that you provide us with the **correct shipping address (home address is preferred)**.

However, **all international participants** will receive the electronic version to guarantee timely receipt of the materials.

The APSI will not be shipping any materials or supplies. If you are attending a science workshop, you will be responsible for gathering the required supplies to participate in the workshop.

If we receive your registration 14 days before the workshop begins, we cannot guarantee that you will receive your CollegeBoard materials on time.

Note: Materials will not be ordered for registrations that are not paid.