



FREQUENTLY ASKED QUESTIONS (FAQ)

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

Week	Format	Location	Date	Days
Week 1	In-Person	UGA Athens Campus	June 12 to 15, 2023	Monday to Thursday
Week 2	Live Online	Zoom	June 26 to 30, 2023	Monday to Friday
Week 3	In-Person	UGA Athens Campus	July 10 to 13, 2023	Monday to Thursday
Week 4	Live Online	Zoom	July 17 to 21, 2023	Monday to Friday

What workshops are offered each week in 2023?

Week 1 in-person workshops are:

- Chemistry
- English Language & Composition
- English Literature & Composition
- Government & Politics - U.S.
- Precalculus
- Spanish Language & Culture
- U.S. History

Week 2 online workshops are:

- Biology
- Economics (Micro & Macro combined)
- English Language & Composition
- English Literature & Composition
- European History
- Human Geography
- Precalculus
- Psychology
- World History: Modern



Week 3 in-person workshops are:

- Biology
- Calculus AB
- English Language & Composition
- English Literature & Composition
- Economics (Micro & Macro combined)
- Government & Politics - U. S.
- Human Geography
- Precalculus (Group 1)
- Precalculus (Group 2)
- Psychology
- Statistics
- World History: Modern

Week 4 online workshops are:

- English Language & Composition
- English Literature & Composition
- French Language & Culture
- Precalculus (Group 1)
- Precalculus (Group 2)
- World History: Modern

How do I register for the session?

Registrations for the 2023 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 secure and confirm your space immediately. Credit Card payment is expected within three (3) business days of 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 applied or applying for a CollegeBoard scholarship. We will hold your space in the course until we receive the scholarship recipients list in early May. If you do not receive a scholarship, you will be notified. You or your school will need to make full payment to hold your space in the course. Please 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 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 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 payment upfront.

What is included in the registration fee?

The Online course fee includes:

- Instruction by a CollegeBoard-endorsed consultant.
- Electronic version of the CollegeBoard course materials sent via email.
- Digital Certificate of Completion & digital badge.
- Access to uploaded materials in UGA's Learning Management System. Workshops will be held via Zoom.

The classroom course fee includes:

- Instruction by a CollegeBoard-endorsed consultant.
- All course materials (CollegeBoard and workshop supplies)
- Digital Certificate of Completion & digital badge.
- Breakfast & lunch (Monday-Thursday).
- On-campus parking.

Additional fees will apply if you plan to stay overnight at the hotel.



Is there an enrollment requirement for each workshop? What happens if there is low enrollment?

Most courses require a minimum enrollment of 10 participants. Classes with insufficient enrollment will be canceled on or before May 30, 2023. Participants will be notified by email if a course is canceled, and a full refund will be processed and submitted to the individual or school that paid the registration fee.

APSI will not be responsible for any charges related to travel or other personal expenses.

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

1. Cancellation requests must be sent via email to apsi@georgiacenter.uga.edu. Requests received by the deadline listed below will receive a refund, minus a \$100 cancellation fee:

- **Week 1 (June 12-15):** cancel on or before **Monday, May 22, 2023, at 3 pm EST**
- **Week 2 (June 26-30):** cancel on or before **Monday, June 5, 2023, at 3 pm EST**
- **Week 3 (July 10-13):** cancel on or before **Monday, June 19, 2023, at 3 pm EST**
- **Week 4 (July 17-21):** cancel on or before **Monday, June 26, 2023, at 3 pm EST**

2. Cancellation requests 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 modify your registration, email apsi@georgiacenter.uga.edu or call (706) 542-3537, Monday through Friday, 8:00 am to 5:00 pm EST.

4. Most courses require a minimum enrollment of 10 participants. Classes with insufficient enrollment will be canceled on or before May 30, 2023. Participants will be notified by email if a course is canceled, and refunds will be processed and submitted to the individual or school that paid the registration fee. The APSI will not be responsible for any charges related to travel or other personal expenses.

All accounts must be paid in full before 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** the CollegeBoard.

How are refunds processed?

Refunds are processed in the same manner they were paid. If you paid with a credit card, the refund would be credited to the account on record. If you paid with a check (invoice), we would issue a check following the cancellation and refund policy. The payment will be sent to the person listed as the payee. Refunds could take 6-8 weeks to receive the check or reflect on your following credit card statement.

Do I need special equipment to attend the Online APSI?

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

You are encouraged to use a web camera and a headset with a 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 the week before the workshop. Unique logins and passwords will be issued to each participant, with login instructions 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?

The daily schedule may vary based on the content, activities, discussions, etc.

- The in-Person session will meet from Monday-Thursday from 8:00 AM (EST) – 5:00 PM (EST)
- The online session will meet from Monday-Friday. The recommended online schedule for the consultant is 9:00 AM (EST) to 4:00 PM (EST).

There will be an hour lunch break and a 15-minute break during the morning and afternoon sessions.



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

The APSI is designed to provide 30 hours of professional learning, and participants are expected to complete all work within the week. You will receive your certificate the week after the APSI you have attended.

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@georgiacenter.uga.edu

How and when will I receive my workshop materials?

In-person participants will receive their printed College Board binders at the registration check-in. If we receive your registration 14 days before the workshop begins, you will receive the electronic version of the College Board binder.

Online 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.

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