



Harrison High School

Cobb County School District

“One Team One Goal Student Success”

Principal: Ashlynn P. Campbell

Assistant Principals: Wesley Ellis, Christi Osborne, Lucia Poole,
Mandy Sitten, Matthew Staruch



January 9, 2023

Dear Parents of AP Students,

We would like to take this opportunity to communicate important information regarding AP courses and exam registration. Within the first few days of class, students will need to register in the AP Classroom online system to join each AP class for which they are enrolled. Students will receive a “Join Code” and instructions from each of their AP teachers. Detailed instructions can be found on the College Board website using the following link: <https://apstudents.collegeboard.org/join-your-class-online>. Students should use their College Board account to begin this process and will need to know their username and password. If they have forgotten the password, they should use the tools to reset it. Creating a new account will result in reporting errors with colleges. The email associated with the account should be a personal email, not a school email account.

Students will register for exams through their College Board account. Teachers will guide them through this process in class. However, students will need to pay for exams using Total Registration, as we use this site to organize and collect fees. Payments for Spring Semester exams can be made through Total Registration from January 9th thru March 10th. Any student who cancels an exam after March 15th will be charged \$40 per exam plus a \$15 administration fee per College Board’s policy. Students can make payment through Total Registration using the following link: <https://user.totalregistration.net/AP/111734>. **Students will need to know their teacher and class period for each class when making payment.**

In summary, students will need to join their AP class and register for exams online through College Board, and they will need to pay for exams online using Total Registration. Thank you in advance for being flexible and patient with this process. Please reach out if you have questions or need further assistance.

Sincerely,

Dr. Mandy Sitten

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Important Dates for Fall Semester Exams

- **Monday, January 9th** – Total Registration opens for payment
- **Friday, March 10th** – Total Registration closes--*payment deadline*
- **Friday, March 10th** – Second Semester exams ordered

Important Dates for Students Who Receive Accommodations

- **Wednesday, January 18th** – Last day to apply for accommodations via College Board

Fee Summary

- **\$15 Non-Refundable Registration fee for all students**
- **\$97 Exam fee**
- **First STEM exam free (Calculus, Statistics, Computer Science, Biology, Chemistry, Physics, or Environmental Science)**
- **\$40 Cancellation/No show fee after tests have been ordered**
- **\$40 Late Registration fee for spring/yearlong students after tests have been ordered**