



Harrison High School Cobb County School District

“One Team One Goal Student Success”

Principal: Ashlynn P. Campbell

Assistant Principal: Wesley Ellis, Josh Hawk, Christi Osborne, Lucia Poole, Mandy Sitten



January 4, 2022

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 January 17th through March 1st. Spring Semester exams will be ordered on March 3rd. Any student who cancels an exam after March 3rd will be charged \$40 per exam plus a \$15 administration fee. 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 as we all navigate these new changes.

Sincerely,

Dr. Mandy Sitten

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Important Dates for Spring Semester Exams

- **Monday, January 17th– Total Registration opens for payment**
- **Tuesday, March 1st – Total Registration closes for Payment Deadline!**
- **Thursday, March 3rd – Second Semester exams will be ordered**

Important Dates for Students who Receive Accommodations

- **Friday, January 18th - Last day to apply for accommodations via College Board**
- **Thursday, March 3rd - Last day to communicate exam accommodations for spring semester students**
- **Thursday, March 3rd – Second semester exams will be ordered**

Fee Summary

- **\$15 Non-Refundable Registration fee for all students**
- **\$96 Exam fee**
- **First STEM exam free**
- **\$40 Cancellation/No show fee after tests have been ordered**
- **\$40 Late Registration fee for fall/yearlong students after tests have been ordered**