

## **This Information applies to all students enrolled in a Spring AP Course.**

If you plan to take an AP test in May and are enrolled in a Spring AP Course, you must complete all steps in order to have a test ordered.

1. Enroll within **College Board** for your course. You will use the class code provided by your teacher.
2. Choose **Yes** to take the test.
3. Go to **Total Registration site**, register for your test and make your payment. **(Jan 13-March 10 at 8:00pm)**
4. You may make payments for the test; however, the entire balance is due by March 14, 2020.

Taking the Advanced Placement exams is an important part of all AP courses. North Paulding High School desires that all students take AP exams for the AP classes that they have taken. Scoring well on an AP exam can often earn students college credit for their high school class, saving a significant amount on tuition.

For the 2020 AP exams, students at North Paulding High School will be registering online. This registration will take a few minutes and can be completed from any computer with internet access.

This year each AP exam costs \$94.00. North Paulding High School desires that every student be able to take their AP exams. Students requiring financial assistance should contact Mrs. Julie Speeney, [jspeeney@paulding.k12.ga.us](mailto:jspeeney@paulding.k12.ga.us), in the Office 353 to learn more.

Online Exam registration will begin on Mon, Jan 13, 2020 at 8:00 AM and end on Tue, Mar 10, 2020 at 8:00 PM. In order to register, students should click on the link provide on the school website or visit [www.TotalRegistration.net/AP/110965](http://www.TotalRegistration.net/AP/110965) to register. To complete registration, students must answer all of the required questions. Registration is not complete until students have printed the pdf of the confirmation page that is provided at the end. We know that parents may desire to register their students for exams. We strongly recommend that parents and students are both present while registering to ensure that the correct exams are ordered.

North Paulding High School is excited to offer families the convenience of paying exam fees online at the time of registration. Please be sure to have a **credit card or debit card available before beginning registration**. Paying online is a great way to make sure that payment has been made while avoiding mailing payment.

### **Here are the important dates for the registration process:**

- Mon, Jan 13, 2020 at 8:00 AM - Registration Begins
- Fri, Mar 6, 2020 at 8:00 PM - Registrations and payments after this date will incur a \$15 late fee per registration.
- **Tue, Mar 10, 2020 at 8:00 PM - Registration Ends**
- Fri, Mar 13, 2020 at 8:00 PM - Registrations that have not been paid for will be cancelled and exams will not be ordered.
- Fri, Mar 6, 2020 - Last day to cancel an exam and receive a full refund.
- Wed, Mar 11, 2020 - Last day to cancel an exam with a cancellation fee of \$40.00.

Please contact Mrs. Julie Speeney, [jspeeney@paulding.k12.ga.us](mailto:jspeeney@paulding.k12.ga.us), if you would like to register for an exam not listed or have any questions.