



December, 2017

# CLOVIS NORTH EDUCATIONAL CENTER

## GRANITE RIDGE INTERMEDIATE SCHOOL ♦ CLOVIS NORTH HIGH SCHOOL

“Home of the Broncos”

Dear AP Students and Parents:

Taking the Advanced Placement exams is an important part of all AP courses. Clovis North 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 2018 AP exams, students at Clovis North High School will be registering online.** This registration will take a few minutes and can be completed from any computer with internet access. [www.TotalRegistration.net/AP/050628](http://www.TotalRegistration.net/AP/050628) **School code 050628**

**The fee for each AP exam, as set by College Board, is \$94.00 along with a one-time Administrative fee of \$5.00.** Clovis North High School desires that every student be able to take their AP exams. Students requiring financial assistance should contact Mr. Jonathan Bowns, [jonathanbowns@cusd.com](mailto:jonathanbowns@cusd.com), the Clovis North High School AP Coordinator, to learn more or by calling 327-5079.

**Online exam registration will begin on Monday, January 1, 2018, and end on Monday, March 16, 2018.**

In order to register, students should click on the link provided on the school website or visit [www.TotalRegistration.net/AP/050628](http://www.TotalRegistration.net/AP/050628) 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.

Clovis North 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.

### **Important dates for the registration process**

- Mon, Jan 1, 2018 at 9:00 AM - Registration Begins
- Fri, Mar 9, 2018 at 10:00 PM - Registrations and payments after this date will incur a \$20 late fee per registration.
- Fri, Mar 16, 2018 at 10:00 PM - Registration Ends- **NO EXCEPTIONS**
- Mon, Mar 19, 2018 at 10:00 PM - Registrations that have not been paid for will be cancelled and exams will not be ordered.

### **Refund Policy**

- Students who cancel an exam by Monday, March 12, 2018 are entitled to a full refund of the exam fee
- Students who cancel an exam by Tuesday, March 20, 2018 are entitled to a refund of the exam fee minus a cancellation fee of **\$45.00** (per exam cancelled). After Tuesday, March 20, 2018 there are no refunds.

### **AP Exam Policy**

- Students who miss the scheduled exam due to being absent or late on testing day will be charged **\$15.00** for an unused exam fee. You will **not** be allowed to reschedule for an alternate test.
- Alternate testing will be allowed at an additional fee of \$60.00 per exam for *excused* co-curricular events only. Arrangements must be made in advanced by contacting Anthony Follis at [anthonyfollis@cusd.com](mailto:anthonyfollis@cusd.com).

Please contact Jonathan Bowns, [JonathanBowns@cusd.com](mailto:JonathanBowns@cusd.com), if you would like to register for an exam not listed or have any questions.

Thank you,  
Jonathan Bowns  
Learning Director  
AP Coordinator  
Clovis North High School

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