



Brighter Together

**Michael A. Schiedo**  
Interim Superintendent of Schools  
[www.nscsd.org](http://www.nscsd.org)

## Cicero-North Syracuse High School

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Dear Advanced Placement Student and Parent(s)/Guardian(s):

You are currently enrolled in one or more courses for which there is an Advanced Placement Exam in May of 2025. Each exam represents the culmination of a highly prestigious Advanced Placement Course and successful performance on the exam will potentially allow you to earn college credit before entering college. Each college makes their own decisions about granting credit for AP courses. However, it is our experience that students who earn AP Exam grades of 3 or above are generally considered to be qualified to receive college credit. Often this enables students to take extra electives in college, complete college earlier or take a lighter load one semester. Please use the following link to research the AP credit policies for the universities and colleges of your choice:

<https://apstudent.collegeboard.org/creditandplacement/search-credit-policies>

Cicero-North Syracuse High School requires that all AP students take the respective AP exams for the AP classes that they are enrolled in. Again, 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 2025 AP exams, students will be registering online through Total Registration (TR). This registration will take a few minutes and can be completed from any computer with internet access (see the back for detailed registration instructions)

### **PAYMENT INFORMATION:**

This year each **AP exam costs \$103.00**; registration must be completed by ***Friday, October 11<sup>th</sup>*** to avoid late registration fees. C-NS High School desires that every student be able to take their AP exams and 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. Total Registration allows families to make partial payments via credit/debit card. Families will be given the choice between making the full payment *OR* making a partial payment. There is also an option available to mail in a check or money order if you prefer.

Students requiring financial assistance that have applied and qualified for the Free/Reduced Lunch Program through the district can register for their AP exams and will need to answer that question on the registration. Once the district has verified that you qualify, the AP exam fee is reduced to \$25 per AP exam. You will receive an email after the fee reduction has been approved to log back in to set up your payment and finish the registration process.

## **REGISTRATION INFORMATION:**

Online Exam registration is **available now and closes on Friday, October 11<sup>th</sup> at 11:59 p.m.**

- ❖ If registering ***after*** Friday, Oct. 11<sup>th</sup>, there will be an additional \$25 per exam late fee.
- ❖ If registering ***after*** Friday, Nov. 15<sup>th</sup>, there will be an additional \$42 per exam late fee.

**ATTENTION! Students and guardians should complete this registration/enrollment together.** This is a two-step process and both steps MUST be completed to access the AP Classroom resources and order AP Exams. The entire process (both steps) can be completed in a single sitting in approximately 10 minutes.

### **STEP 1 – Register on Total Registration**

In order to register, students should click on the link provided on the C-NS website or visit [www.TotalRegistration.net/AP/331378](http://www.TotalRegistration.net/AP/331378) to register. To complete registration, students MUST enter their Student ID #, which can be found in SchoolTool.

- ✓ 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.
- ✓ At the end of the TR registration process, students **must also register** on the CollegeBoard website where they will join their teacher's class section. TR will provide each student their customized join codes along with directions and link guiding the student to enroll in the CollegeBoard's system.

### **STEP 2 – Register on CollegeBoard**

**To complete the second step of the exam ordering process, you must use the join codes provided on your TR confirmation page to enroll your exams with the CollegeBoard. This is done at [MyAP.CollegeBoard.org](http://MyAP.CollegeBoard.org).**

**PLEASE NOTE:** You must login with your existing CollegeBoard student account (if you have previously taken AP, PSAT or SAT exams) **OR** you will need to create a new CollegeBoard student account.

Please use a PERSONAL email account - DO NOT use your student NSCSD email account for creation of your CollegeBoard Account. If you happen to have more than one account, please call the CollegeBoard at **866-315-6068** and they will merge your accounts.

Important dates for the registration process:

- **Friday, October 11<sup>th</sup>, 2024 – REGISTRATION CLOSES.**  
*Registrations and payments after this date will incur a **\$25** late fee per exam.*
- **Friday, November 15<sup>th</sup>, 2024 – LATE REGISTRATION CLOSES.**  
*Registrations and payments after this date will incur a **\$42** late fee per exam.*

Please contact Mrs. Kimberly Rice, [KRice@nscsd.org](mailto:KRice@nscsd.org), if you would like to register for an exam not listed or have any questions.

*Kimberly Rice*

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AP Coordinator/House 3 Principal