

# ONLINE COURSE REQUESTS

## Rising Seniors

2026-2027 SCHOOL YEAR

# Course Requests - PlusPortals

You will be making all of your requests for the 2026-2027 school year in PlusPortals:

- ❖ Monday, February 2 - Friday, February 20.

Mrs. Hilton ([khilton@marian.com](mailto:khilton@marian.com)) - junior counselor and Mr. Wochner ([swochner@marian.com](mailto:swochner@marian.com)) - college counselor will be available throughout the process for help with:

- ❖ Figuring out which courses are required for senior year
- ❖ Knowing which courses you've been recommended to take
- ❖ Navigating the online course request system in PlusPortals
- ❖ Choosing the "best" schedule of courses for you based on your future plans

# Course Request Planning

Use the *Senior Course Selection Worksheet* worksheet as a tool for planning which courses you'll take senior year

Choose "best fit" courses

- ❖ Never take a course only because you think you "should" - be deliberate about your course choices
- ❖ Important to challenge yourself, but avoid overwhelming yourself
- ❖ Consider your extracurricular involvements, job, volunteer commitments, etc.

Consult the [Curriculum Guide](#) for course descriptions and prerequisites

Be sure to discuss options with your parents and teachers

Connect with Mrs. Hilton and/or Mr. Wochner as needed for help

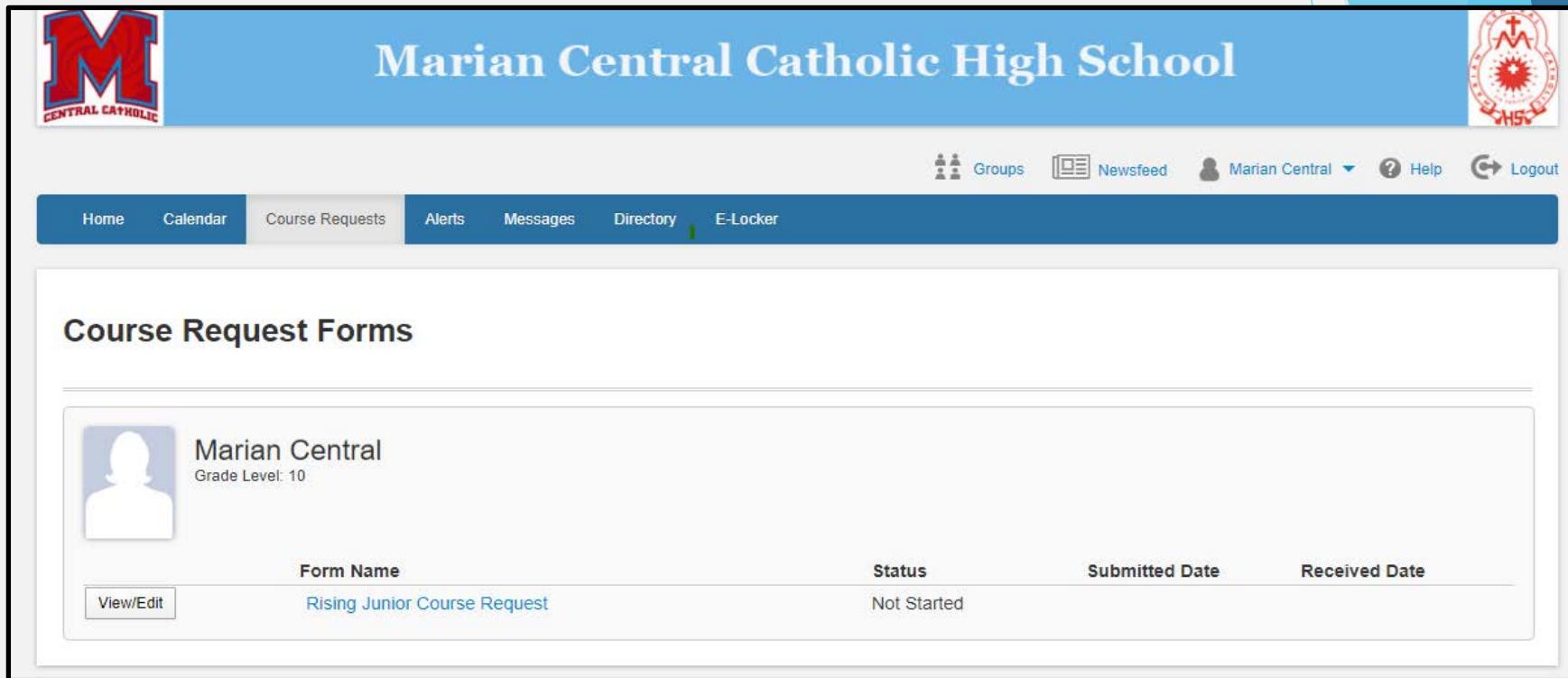
# Accessing Online Course Requests

Log in to your personal PlusPortals account.

IMPORTANT: you will *not* be able to access your request form if you're using your parent's login info.  
See Mrs. DiSilvio in the main office if you don't know your login information

- 1) Click on *Course Requests* in the top (blue) menu bar on your PlusPortals home page
- 2) Click the *View/Edit* box to access a link to the the *Rising Senior Course Request* form

The link for current juniors will be, “Rising Senior Course Request”



The screenshot shows the Marian Central Catholic High School website interface. At the top, there is a large red 'M' logo with 'CENTRAL CATHOLIC' written below it. To the right of the logo, the school's name 'Marian Central Catholic High School' is displayed in a large, white, serif font. Further to the right is a red and white circular seal. The top navigation bar includes links for 'Groups', 'Newsfeed', 'Marian Central', 'Help', and 'Logout'. Below the navigation bar, a blue header bar contains links for 'Home', 'Calendar', 'Course Requests' (which is the active tab), 'Alerts', 'Messages', 'Directory', and 'E-Locker'. The main content area is titled 'Course Request Forms'. On the left, there is a user profile icon and the text 'Marian Central' and 'Grade Level: 10'. Below this, a table displays course request information:

Form Name	Status	Submitted Date	Received Date
Rising Junior Course Request	Not Started		

At the bottom left of the table, there is a 'View/Edit' button.

# Core Course Sections

Course options are grouped together based on each department at Marian, with the exception of elective courses which are grouped together in one section

- ❖ In each section, you will see the courses that are available for seniors (i.e. current juniors will see the senior classes/electives)

Each section has important directions you must read and follow.

The arrow next to the section will expand/minimize that content area.

Course titles are abbreviated in PlusPortals - if you're unsure which course is which, click on the "i" and you will see the full course title as well as a course description.

# Sample English Section



LastName, FirstName  
Grade Level: GRADE XX

Form: Rising Senior Course Requests 2025-2026

Follow the prompts and course recommendations to choose your courses for the 2025-2026 school year.

[Expand all sections](#) [Collapse all sections](#)

**Senior English Courses**

Choose 1 English course that you have been recommended to take. If there are no recommendations, choose English 4.

→ Course Recommendations:

[Expand all courses](#) [Collapse all courses](#)

→ ● ENG 4	<a href="#">i</a>
→ ● ENG 4H	<a href="#">i</a>
→ ● APENGLANG	<a href="#">i</a>
→ ● AP ENGLIT	<a href="#">i</a>

# Senior Course Requirements

English - choose 1 course

PE - choose 1 course (or leave blank if taking *AP/DC US Gov & Politics*)

Social Science

- ❖ US Government - choose 1 course (either *DC US Government* OR *AP/DC US Gov & Politics*)

Theology - choose 1 course

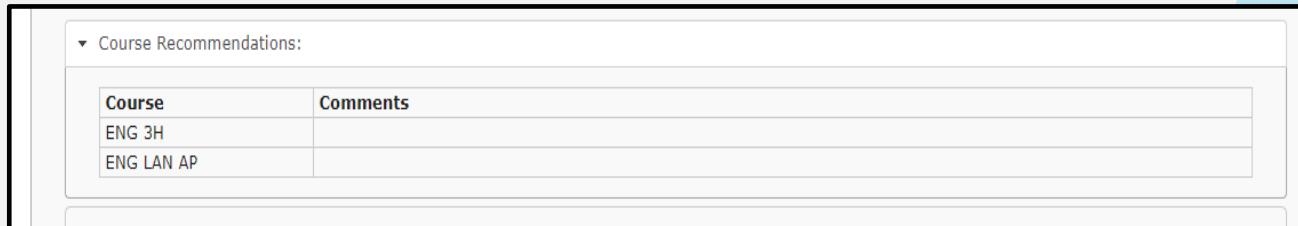
Electives - choose 3-4 total credits (3 if taking a study hall, 4 if no study hall)

- ❖ If choosing a .5 credit semester 1 course, you must also choose a .5 credit semester 2 course (i.e. Business, Art or Science courses)

# Course Recommendations

View the courses you have been recommended to take by clicking on *Course Recommendations* located above the list of courses in each section

- ❖ Many upper level courses require teacher recommendations
- ❖ In most cases, students select the course/one of the courses they've been recommended to take
- ❖ If there are no recommendations, you should select the “regular” course in that subject area for your grade level



# Course Recommendations

If you were not recommended for a course you wish to take, make an appointment to have a conversation with your current teacher (OR the department head of the course you wish to take - see form)

- ❖ Bring a *Course Recommendation Form* with you (forms available in Guidance)
- ❖ Be prepared to discuss: the reason(s) you think that you'd be successful in the course you'd like to take, why you did not meet the prerequisite(s), and how you plan to maintain the required grade to stay in the course (if any).
- ❖ If the teacher approves the recommendation, bring it to Guidance and we will enter the recommendation on PlusPortals

The final date for recommendations is Friday, March 20

*Course selections for courses that you were not recommended to take will not be honored!*

# Backup Elective Course Selections

- ❖ All students *must* choose 2 Backup Electives
- ❖ These cannot be the same courses chosen in the Elective section.
- ❖ Be certain that you are eligible to take the courses you select.
- ❖ These will replace electives in the event that your original choices do not “fit” into your schedule.

# Saving/Submitting Course Requests

Complete the selection process, following the directions in each section

You can save and resume later (click "Save & Revisit Later") throughout the process if you want to discuss any portions with your parents, teacher or counselor.

Once you have finalized your selections in ALL sections, click "Submit"

- ❖ You will get a warning that states, *"Do you really want to submit this form now?"* - select "Yes"

After submitting your course request form, you can no longer make changes. See Mrs. Hilton to make any changes after you've clicked "Submit".

# New Courses for Seniors 2026-2027

English - see Miss Hess and/or your current English teacher

- ❖ DC Comparative Literature and Composition

Math - see Mr. Liggett

- ❖ DC General Statistics

Business - see Dr. Florer

- ❖ DC Business Communications
- ❖ DC Principles of Management
- ❖ DC Intro to Entrepreneurship

Art - see Ms. Medjouli

- ❖ Drawing 1/2
- ❖ Painting 1/2
- ❖ Illustration 1H/2H

# Dual Credit Courses

Course/Department	MCCHS credits	MCC credits
Business Communications - Business	.5	3
Introduction to Business - Business	.5	3
Introduction to Entrepreneurship - Business	.5	3
Principles of Management - Business	.5	3
Comparative Literature & Composition - English	1	3
General Statistics - Math	1	3
College Algebra - Math	1	3
AP Precalculus/College Algebra and Trig - Math	1	5
AP Calculus AB/Calc with Analytic Geom I - Math	1	5
US Government - Social Studies	.5	3
AP US Government & Politics - Social Studies	1	3
International Relations - Social Studies	1	3

# Dual Credit Courses

- ❖ Dual credit courses are taught in consultation with McHenry County College (MCC)
- ❖ College credits are earned through MCC
- ❖ Dual credit courses require a \$25 fee to be paid directly to MCC
- ❖ US Government/AP US Government courses are required senior year, you can opt out of taking the course as dual credit.
  - ❖ *Dual Credit Opt Out Forms* are available in Guidance.

# MCC Partnership for College and Career Success (PCCS) Courses

Program	MCCHS Credit	MCC Credit	Semester(s)
Automotive Technology	1/sem	4/sem	Fall & Spring
Early Childhood Education	1	6	Spring
Fire Science/Criminal Justice	1	10	Fall or Spring
HVAC	1/sem	4/sem	Fall & Spring
Manufacturing & Adv Tech	1/sem	6/sem	Fall & Spring
Nursing Assistant	1	7	Fall or Spring

# MCC Partnership for College and Career Success (PCCS) Courses

- ❖ During Marian registration, choose the MCC PCCS study hall (954) as one of your electives
- ❖ Mrs. Hilton will be in contact with you to register with MCC
  - ❖ Make sure you connect with Mrs. Hilton or Mr. Wochner before the end of the 25-26 school year for instructions re: next steps
- ❖ In addition, you must register and pay for these programs/courses with MCC

# Course Fees

- ❖ AP courses: \$110 per course
  - ❖ to be paid no later than Friday, March 20
  - ❖ if you don't pay by the deadline, you will be placed in a similar honors or regular-level course until the fee is paid
- ❖ Dual Credit courses: \$25 per course
  - ❖ This fee will be due directly to MCC when you officially register for the course at the beginning of the school year

# Parent/Student Review and Approval

- ❖ *Course Request Verification* forms that confirm your course requests will be mailed on **Monday, March 2**
- ❖ If you'd like to change your course requests, you must return the verification form to Mrs. Hilton with the requested course change(s) no later than **Friday, March 20** at which time all course selections are final.
  - ❖ Any course changes after the deadline are subject to availability and will require a \$30 course change fee

# Final Schedules

- ❖ Final course offerings are determined by total number of student requests and availability of teachers
  - ❖ A course COULD be cancelled after the request process has been completed
- ❖ During scheduling, attempts will be made to meet the requests of all students
- ❖ Backup elective choices will only be used if the elective choices do not fit into/conflict with required courses in your schedule
  - ❖ If a course you requested is cancelled OR if you have a “schedule conflict”, Mrs. Hilton or Mr. Wochner will contact you to discuss alternate options and to assist you in adjusting your course selections.

# Registration Timeline

**PlusPortals Registration Open**

Monday, February 2 - Friday, February 20

**Course Request Verification forms mailed home**

Monday, March 2

**AP fees due - Deadline for course recommendations -  
Course selections final**

Friday, March 20