

**ENTERING COURSE REQUESTS ONLINE
FOR SCHOOL YEAR 2020 – 2021
Monday, April 20 (3:00pm) – Friday, April 24 (3:00pm)**

You will need to access your **PlusPortal STUDENT account** in order to submit your course requests for next school year. If you cannot open your student PlusPortal account, please email Mrs. Petrie at lpetrie@saintjohnsprep.org for your login information. The Course Request form will open 3:00pm on Monday, April 20 through Friday, April 24th at 3:00pm.

PlusPortal website: <https://www.plusportals.com/SJCP>

Once you have accessed your student account, click on “course requests” on the top blue ribbon of the page.

Now click on “view/edit”

Choose a total of 7 credits for next school year. Be sure you are meeting the graduation requirements (see the Parent/Student Handbook on the school website) and checking your 4 year plan from the Counseling Office. Remember all classes will show in course requests including ones for which you may not be eligible. Check with your counselor by email if you have questions.

After you have checked the classes you would like to request, you must click on the “submit” button at the bottom of the screen in order to finish. Until that “submit” button is clicked, you have not recorded your classes. You may also click the “save & revisit” button to work on your requests later but be sure to submit your course requests by 3:00pm on April 24th.

Please keep a hard copy or picture of your course requests for your records

Remember these are “requests” and do not guarantee your place in classes.