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# HOW TO REGISTER



Milliken Middle School Mustangs

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# Before you start...



**FIRST** with your parents/guardian, fill out your grade level registration form. Then, register for your 20-21 elective courses at MMS!

You can get the registration form several ways:

- **Online:** Find the correct form for your grade level on the school website, make a copy or print it out, and after you have completed it, use it to complete your registration online.
  - **In person:** Blank forms by grade level are available on the front door of MMS. Next, follow the directions on the form and clearly mark your selections in numerical order. Then, use this form to complete your registration online by following the next steps.
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# Log into Infinite Campus

Find the IC icon on your iPad



Sign in with your:

Email address (username)

Lunch number (password)

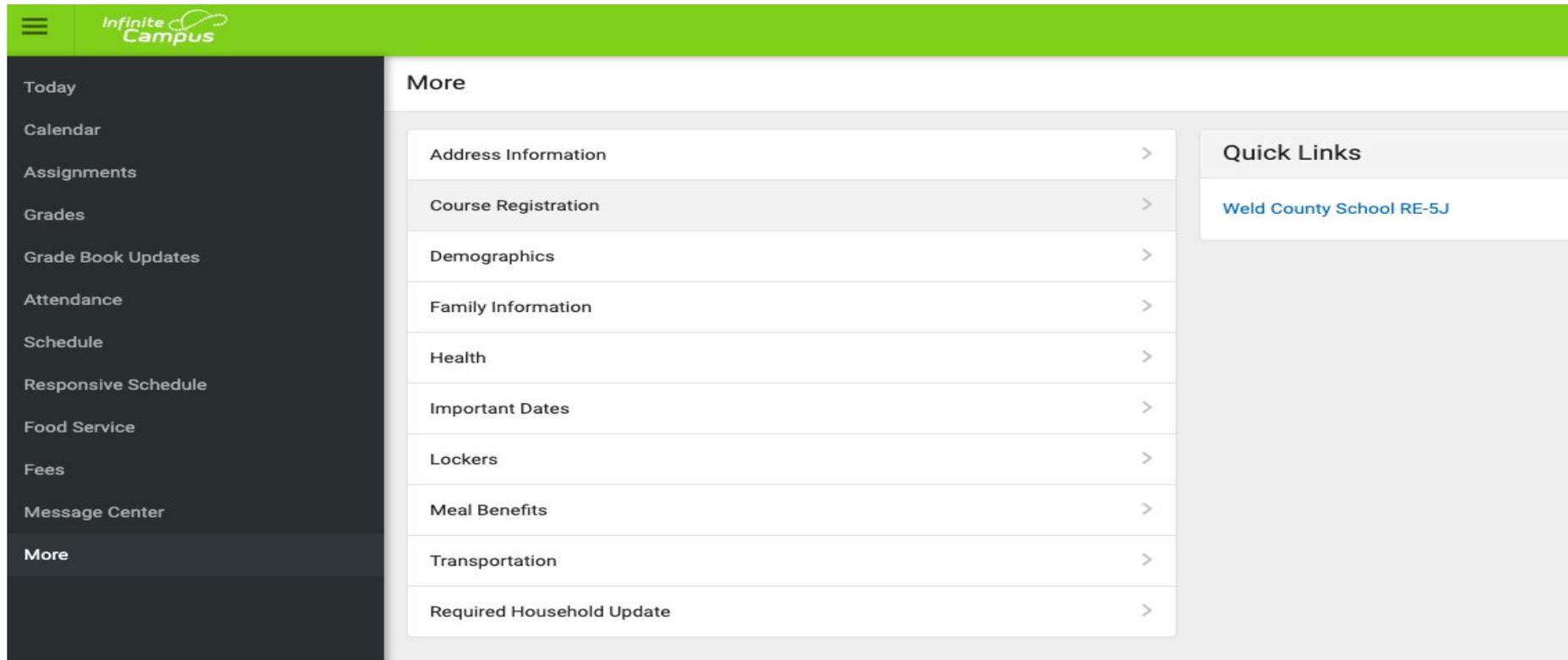
The image is a screenshot of the Infinite Campus login interface. At the top, there is a green header with the 'Infinite Campus' logo. Below the header, the text 'Weld County School RE-5J' is displayed. There are two input fields: the first is labeled 'Student Username' and contains the text 'stefanie.knipple'; the second is labeled 'Password' and contains a series of dots. A blue 'Log In' button is positioned at the bottom of the form area.

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After you have logged in, select “More” from the left-hand side of the page by clicking on it.



# Next, select Course Registration



The screenshot displays the Infinite Campus web application interface. At the top, there is a green header bar with the Infinite Campus logo on the left and a hamburger menu icon. Below the header, a dark grey sidebar on the left contains a list of navigation items: Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Food Service, Fees, Message Center, and More. The 'More' item is highlighted. The main content area is titled 'More' and contains a list of menu items, each with a right-pointing chevron: Address Information, Course Registration, Demographics, Family Information, Health, Important Dates, Lockers, Meal Benefits, Transportation, and Required Household Update. The 'Course Registration' item is highlighted. To the right of this list is a 'Quick Links' section with a single link: Weld County School RE-5J.

**Infinite Campus**

**More**

- Address Information >
- Course Registration >**
- Demographics >
- Family Information >
- Health >
- Important Dates >
- Lockers >
- Meal Benefits >
- Transportation >
- Required Household Update >

**Quick Links**

- [Weld County School RE-5J](#)

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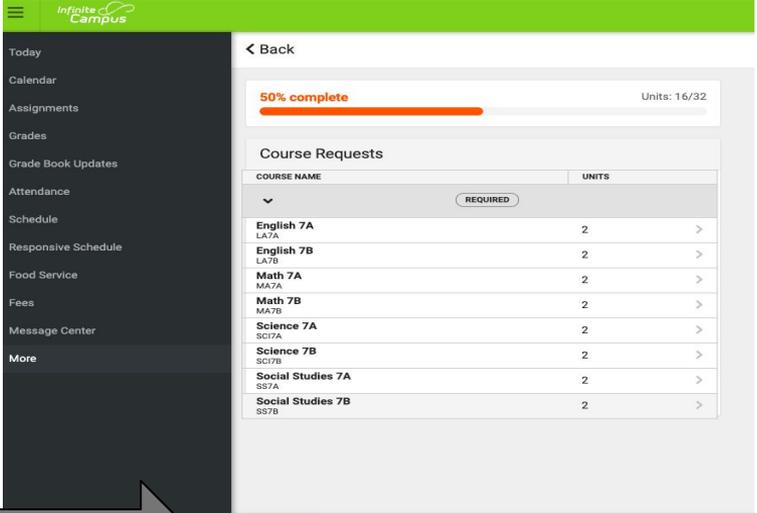
# Then, 20-21 Milliken Middle School

The screenshot displays the Infinite Campus mobile application interface. At the top, there is a green header bar with the Infinite Campus logo on the left and a hamburger menu icon. Below the header is a dark grey navigation menu with the following items: Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Food Service, Fees, Message Center, and More. The main content area is white and features a '< Back' button at the top left. Below the button is a card titled 'Course Registration Enrollments' with a light grey background. Inside this card, there is a white box containing the text '20-21 Milliken Middle School' and a right-pointing chevron icon (>).

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# Finally, you are ready to start choosing your elective courses.

Notice the “Add Course” button at the bottom of the page. Click on this to begin to add your elective courses to your schedule.



The screenshot shows the Infinite Campus interface. On the left is a dark sidebar menu with options: Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Food Service, Fees, Message Center, and More. The main content area has a green header with the Infinite Campus logo and a 'Back' button. Below the header is a progress bar showing '50% complete' and 'Units: 16/32'. The 'Course Requests' section features a table with columns for 'COURSE NAME' and 'UNITS'. A 'REQUIRED' button is visible above the table. The table lists several courses with their respective units and a right-pointing arrow for each row. At the bottom of the main content area are 'Add Course' and 'Print' buttons. A large grey arrow points from the text on the left towards the 'Add Course' button.

COURSE NAME	UNITS
English 7A LA7A	2
English 7B LA7B	2
Math 7A MA7A	2
Math 7B MA7B	2
Science 7A SCI7A	2
Science 7B SCI7B	2
Social Studies 7A SS7A	2
Social Studies 7B SS7B	2

Use the registration form that you and your parents/guardian filled-out to help you begin identifying the elective courses you would like to have next school year.

***Eighth grade students:*** Only choose a level 2 course if you took it as a seventh grader or you plan on taking both 1 and 2 in the 20-21 academic year. For example, if you had Food and Nutrition last year for at least one semester, you can choose to take Food and Nutrition 2. If you didn't take Food and Nutrition last semester, however, you will need to register for Food and Nutrition 1 **BEFORE** Food and Nutrition 2.

**REMEMBER:** If you want to play in the band or try out the orchestra, these are YEAR LONG courses. So, you will need to choose 3 electives instead of 5.



Milliken Middle School  
7th Grade Registration Form

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_ ELL: \_\_\_\_\_ GT: \_\_\_\_\_ IEP/504: \_\_\_\_\_

Please choose one option below:

TRADITIONAL

BAND

ORCHESTRA

ENGLISH LANGUAGE ARTS  
MATHEMATICS  
SCIENCE  
SOCIAL STUDIES  
HEALTH/PE (SEMESTER)

AND

**FIVE|OF THE FOLLOWING:**  
IDENTIFY YOUR TOP 5 CHOICES IN RANK ORDER (1, 2, 3, 4, 5)

\_\_\_\_ Art 1

ENGLISH LANGUAGE ARTS  
MATHEMATICS  
SCIENCE  
SOCIAL STUDIES  
HEALTH/PE (SEMESTER)

AND

BAND  
(SEMESTER ONE AND TWO)  
IDENTIFY YOUR TOP 3 CHOICES IN RANK ORDER (1, 2, 3)

\_\_\_\_ Art 1

ENGLISH LANGUAGE ARTS  
MATHEMATICS  
SCIENCE  
SOCIAL STUDIES  
HEALTH/PE (SEMESTER)

AND

ORCHESTRA  
(SEMESTER ONE AND TWO)  
IDENTIFY YOUR TOP 3 CHOICES IN RANK ORDER (1, 2, 3)

\_\_\_\_ Art 1



Milliken Middle School  
8th Grade Registration Form

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_ ELL: \_\_\_\_\_ GT: \_\_\_\_\_ IEP/504: \_\_\_\_\_

Please choose one option below:

TRADITIONAL

BAND

ORCHESTRA

ENGLISH LANGUAGE ARTS  
MATHEMATICS  
SCIENCE  
SOCIAL STUDIES  
HEALTH/PE (SEMESTER)

AND

**FIVE|OF THE FOLLOWING:**  
IDENTIFY YOUR TOP 5 CHOICES IN RANK ORDER (1, 2, 3, 4, 5)

**\*\*Level 2 classes can only be selected if you took level 1 the year prior or if you take 1 and 2 in the same year\*\***

\_\_\_\_ Art 1  
\_\_\_\_ Art 2

ENGLISH LANGUAGE ARTS  
MATHEMATICS  
SCIENCE  
SOCIAL STUDIES  
HEALTH/PE (SEMESTER)

AND

BAND  
(SEMESTER ONE AND TWO)  
IDENTIFY YOUR TOP 3 CHOICES IN RANK ORDER (1, 2, 3)

\_\_\_\_ Art 1  
\_\_\_\_ Art 2  
\_\_\_\_ Business/Finance 2

ENGLISH LANGUAGE ARTS  
MATHEMATICS  
SCIENCE  
SOCIAL STUDIES  
HEALTH/PE (SEMESTER)

AND

ORCHESTRA  
(SEMESTER ONE AND TWO)  
IDENTIFY YOUR TOP 3 CHOICES IN RANK ORDER (1, 2, 3)

\_\_\_\_ Art 1  
\_\_\_\_ Art 2  
\_\_\_\_ Business/Finance 2



You can begin typing in the course name in the search box and then find and click on the course name in the box.

The screenshot displays the Infinite Campus mobile application interface. On the left is a dark grey navigation menu with the following items: Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Food Service, Fees, Message Center, and More. A grey arrow points from the 'Grade Book Updates' menu item to the 'Add Course' section of the main screen. The main screen has a green header with the Infinite Campus logo and a hamburger menu icon. Below the header, there is a '< Back' button, a progress indicator showing '50% complete' with an orange bar, and 'Units: 16/32'. The 'Add Course' section features a search input field containing 'FACS'. Below the search field is a table of search results:

ACTION	COURSE NAME	UNITS	
+	FACS Advanced Food & Nutrition FA-AC	2	>
+	FACS Child Development FA-CD 7th	2	>
+	FACS Nutrition and Foods FA-NF 7th	2	>
+	FACS Sewing & Interior Design FA-SI 8th	2	>
+	Wheel FACS 6 FAC6	1	>

A vertical double-headed grey arrow is positioned to the right of the table, indicating that the list of results can be scrolled.

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# Once you have identified the course and clicked on it, add it to your schedule by clicking on “Add Request” at the bottom of the page.

If you are on a traditional track, *not taking band or orchestra*,

enter your first 3 picks using the “ADD REQUEST” button.

The next 2 are your alternates and should be entered using

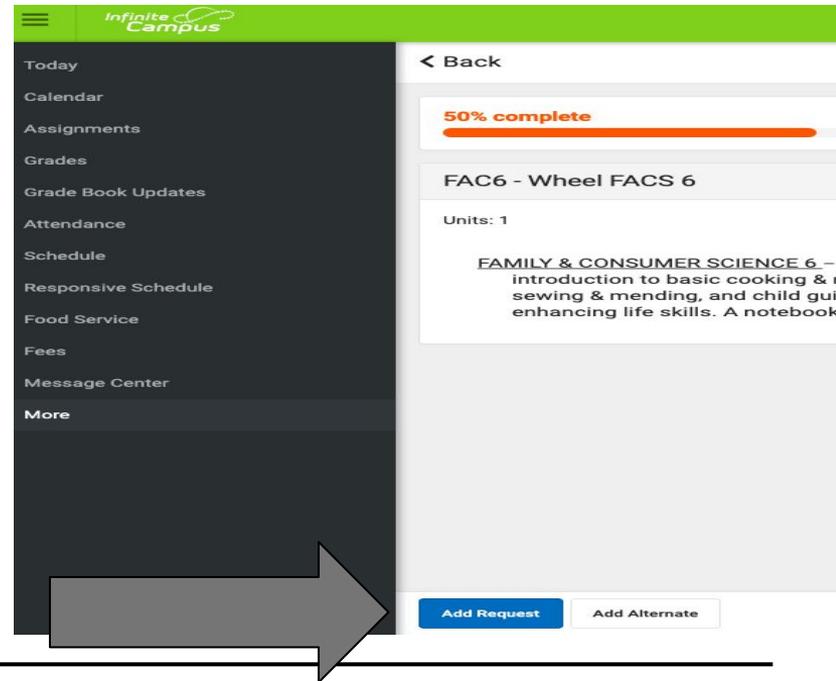
the “ADD ALTERNATE” button. If you *ARE taking band*

*OR orchestra*, enter your first pick using the “ADD

REQUEST” button. The next two are your alternates and

should be entered using the “ADD ALTERNATE” button.

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Once you have added the course, click the “Back” button twice to get you back to this page to continue to add until you have completed your elective course and alternates selections.

**Infinite Campus**

Today  
Calendar  
Assignments  
Grades  
Grade Book Updates  
Attendance  
Schedule  
Responsive Schedule  
Food Service  
Fees  
Message Center  
More

< Back

50% complete Units: 16/32

Add Course

FACS

ACTION	COURSE NAME	UNITS	
+	<b>FACS Advanced Food &amp; Nutrition</b> FA-AC	2	>
+	<b>FACS Child Development</b> FA-CD 7th	2	>
+	<b>FACS Nutrition and Foods</b> FA-NF 7th	2	>
+	<b>FACS Sewing &amp; Interior Design</b> FA-SI 8th	2	>
+	<b>Wheel FACS 6</b> FAC6	1	>



## **HAVING A HARD TIME?**

- You can contact your teacher or a school administrator to see if he/she can help walk you through it. We are always available online!

**OR**

- You can fill out the registration form electronically, and email it back! Find the correct form for your grade level on the school website, make a copy, and after you have completed it, email/share it with Mrs. Quintana or Mrs. Knipple.

**OR**

- If you are having a difficult time with your technology, fill out a registration form and we will input it for you! Blank forms are available on the front door of MMS. Choose the correct grade level registration form, legibly print your first and last name(s) and clearly mark your selections in numerical order. You can mail it back to the school **OR** drop it off. There will be someone there every day from 8am - 12pm, Monday through Friday.
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