

## 1) APPLY

[Apply online](#). Click “New User” and fill out the information to register. Once in the Admissions Portal, complete all sections of the application fully to the best of your knowledge. Then click submit and you will receive an email with your Barton ID within 24 hours. It will be sent to the email address you registered with. Contact Barton Admissions with questions at (620) 792-9286 or [admissions@bartonccc.edu](mailto:admissions@bartonccc.edu).

## 2) Enroll

Enroll online through your [PAWS](#) account. Select the “Student” tab, Registration for the term of enrollment, “Add/Drop” courses and select “Class Search”, Click “Medical Lab Technician” and find the course name MLTC 1503 Principals of Phlebotomy, select and click “Register.”

## 3) Cooperating Lab

Phlebotomy is an online class with a 2 hour per week cooperating lab. The Great Bend Campus is a supporting cooperative lab site, or you can set up a supporting cooperating lab site in your area. Please see the [Coop FAQs](#) for the specifics that the lab must be able to do for you. You will also need the lab to fill out the [Notice of Understanding](#) if they are willing to support you.

## 4) Castlebranch

[Castlebranch](#) is a third party company who completes our background checks and tracks documentation. Please see the flyer for instructions on how to purchase the account and what documents you will need to complete.

## 5) Textbooks

There is a required [textbook](#). Once enrolled, you can go to the [online book store](#) and see the book(s) required.