

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.

2. ENROLL

Enroll online through your **Student Services/PAWS** account. Select **Registration** and select the **Term** from the dropdown box for the term of enrollment. Select the Tab: **Enter CRNs** and enter the CRN# for your class. **Add to Summary** and Select **Submit** at the bottom of the page. You are registered!

If you would like to enter another class, use the **Find Classes** tab and search by subject.

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 FOR THE 16-WEEK CLASS ONLY, or you can set up a supporting cooperating lab site in a pre-approved hospital in your area. Please see the [Coop FAQs](#)

4. CASTLEBRANCH

CastleBranch is a third-party company that 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. If you have an account for CNA – DO NOT purchase another account! Contact CastleBranch customer service and they can move it to BM22 for you.

5. TEXTBOOK

There is a required Phlebotomy textbook. Once enrolled, you can go to the online bookstore in your My Barton Portal and see the book(s) required.