



Barton Community College

Phlebotomy Enrollment Steps

phlebotomy.bartonccc.edu

These steps **must** be completed **PRIOR** to being enrolled.

Step #1 - Complete Barton's online admissions application (link on Phlebotomy webpage)

- If you already know your Barton ID#, you can skip this step.
- After submission, you will receive an email with acceptance and your Barton ID# from admissions within 24-48 hrs. This will go to the email you registered on the application.
- If you do not receive an email within that timeframe, you will need to get ahold of admissions. admissions@bartonccc.edu or 620-792-9286

Step #2 - **Thoroughly** read the entire Easy Guide on the next page.

Step #3 - Complete the online Phlebotomy Enrollment Agreement Form (Link on next page)

Step #4 - Complete all CastleBranch requirements. (see Easy Guide on next page for details)

Step #5 - Set up Cooperating Lab (details on next page)

Once all steps above are completed, email Karen Gunther guntherka@bartonccc.edu or Andrea Thompson thompsona@bartonccc.edu with the following information:

- Confirmation of all requirements completed
- Barton ID # (emailed to you after admissions app. or that you already have).

Once email is received, you will be enrolled into the course and you will then receive a confirmation email that your enrollment is complete.

If you have any questions, please contact Karen at: guntherka@bartonccc.edu

Easy Guide for Getting Started in Phlebotomy

- . Apply to Barton Community College
 - a. [Application Portal Link](#)
 - . Send your student id # to guntherka@bartonccc.edu
 - . Complete the Phlebotomy Enrollment Agreement form on the Phlebotomy website.
 - a. [Enrollment Agreement Link](#) (this puts your name on the list for enrollment)
 - . It is recommended that high school students take the 16-week class with lab on campus
 - . Find a Lab: **BEFORE CLASS STARTS!**
On campus lab is Tuesday 1-3pm every week for the 16-weeks course
 - Ft. Riley labs are Monday 9-11am on the Army base
 - a. [Cooperating Lab FAQ Link](#) If you have a cooperating lab, complete the form at the end of the Cooperating Lab FAQ document.
 - b. **High school students are encouraged to attend lab on the BARTON campus**
5. Start your CastleBranch account
THIS IS DUE Before You can be enrolled!
- a. [CastleBranch Link](#)
 - i. Choose package **BM22**
 - . The cost is \$107.99 (plus service fee \$2.99) one-time only fee
 - i. **If you have an existing account from Barton CNA** call CastleBranch customer service and have them move your account to Phlebotomy/MLT BM22 there should be no charge. Customer Service phone number 888-723-4263
 - . Download the required documents, print, sign them, and upload them to Castlebranch requirements.

You will need:

- Proof of insurance
 - Social security number
 - Method of payment
 - Childhood Vaccination/ Shot records
 - A recent or new TB skin test for Tuberculosis
 - CPR certification – ask for an online option if needed
 - Print, sign, and upload other documents
6. Order your textbook at the ONLINE Bookstore – it *is not* available at the campus bookstore
[Barton Community College Online Bookstore Link](#)
- a. Session **2**; Department **MLTC**; Course number **1503**; any CRN# - they all use the same book.
7. Look for an emailed letter from your instructor with other information, one week prior to the class starting. It will be sent to your Barton cougar email address (white card **M365 & EMAIL**) in the MyBarton portal. Look for and open the blue Outlook envelope.
8. Access the class in CANVAS in your MyBarton portal (CANVAS white card) on the day class opens. Work through the class using the MODULES link.

If you need help with getting your email account or student id# contact enrollmentservices@bartonccc.edu

If you have questions contact Karen Gunther at guntherka@bartonccc.edu 620-786-1133

Non-discrimination Notice: Barton Community College is an equal opportunity provider and employer. Visit equal.bartonccc.edu for more information.