Barton Community College
Easy Guide for Getting Started in Phlebotomy

1. Apply to Barton Community College
   a. Application Portal Link
2. Send your student id# to guntherka@bartonccc.edu
3. Complete the Phlebotomy Enrollment Agreement form on the Phlebotomy website.
   a. Enrollment Agreement Link (this puts your name on the list for enrollment)
   b. It is recommended that high school students take the 16-week course with lab on campus.
4. Find a Lab: **BEFORE CLASS STARTS**
   a. On campus lab is Tuesday 1-3pm every week for the 16 week course
   b. Fort Riley labs are Monday 9-11am on the Army base
   c. Cooperating Lab FAQ link If you have a cooperating lab, complete the form at the end of the Cooperating Lab FAQ document.
   d. High school students are encouraged to attend lab at the Barton campus.
5. Start your CastleBranch account – **This is due before you can be enrolled!**
   a. CastleBranch Link
      i. Choose package BM22
   b. The cost is $107.00 (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 for CastleBranch is 888-723-4263
   c. Download the required documents, print, sign and upload to CastleBranch
      i. You will need
         1. Proof of insurance
         2. Social security number
         3. Method of payment
         4. Childhood vaccination records
         5. A recent or new TB skin test
         6. CPR certification – ask for an online option if needed
6. Order your textbook at the Barton's online bookstore – it is not available at the campus bookstore.
   a. Barton Community College Online Bookstore link
   b. Info for finding book
      i. Session: 2
      ii. Department: MLTC
      iii. Course number: 1503
      iv. CRN#: you can choose any that are in the drop down, they all use the same textbook.
7. Look for an email from your instructor with other information one week prior to the class start date. It will be sent to your Barton Cougar email address. (You can find the link for you Barton Cougar email in your MyBarton portal. Look the card titled **M365 & EMAIL**.
8. Access the class in CANVAS through your MyBarton portal on the day the class opens. Look for the card titled **CANVAS COURSE ACCESS**. Work though 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.