



**Barton Community College**  
**Phlebotomy Enrollment Step-By-Step Guide**  
**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](mailto:admissions@bartonccc.edu) or 620-792-9286
- Please note, **you are unable to enroll yourself in this course.** Your advisor will enroll you after completing steps 1- 5

Step #2 - **Thoroughly** read the entire Phlebotomy Steps to Success document. (link on Phlebotomy webpage)

Step #3 - Complete the online Phlebotomy Enrollment Agreement Form (link on Phlebotomy webpage)

Step #4 - Complete all CastleBranch requirements. (see Steps to Success for details)

Step #5 - Set up Cooperating Lab (see Steps to Success for details)

Once all steps above are completed, email Karen Gunther [guntherka@bartonccc.edu](mailto:guntherka@bartonccc.edu) or

Andrea Thompson [thompsona@bartonccc.edu](mailto: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](mailto:guntherka@bartonccc.edu)