

# MLT Steps to Success

After completing steps 1-5, contact your advisor, Karen Gunther [guntherka@bartonccc.edu](mailto:guntherka@bartonccc.edu) or Andrea Thompson [thompsona@bartonccc.edu](mailto:thompsona@bartonccc.edu) to be enrolled.

## 1. APPLY TO BARTON

[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. Complete **MLT Enrollment Agreement Form** (link found on MLT webpage)

## 3. TRANSCRIPTS

[Official Transcripts](#) will need to be sent to the registrar’s office here on the Great Bend Barton Community College Campus. Unofficial transcripts can be sent to [guntherka@bartonccc.edu](mailto:guntherka@bartonccc.edu) for evaluation.

## 4. COMPLETE GENERAL EDUCATION COURSES

All [General Education Courses](#) must be completed and passed with a C grade or above before starting MLT classes. General Education courses may require a [placement test](#) for Math or English in order to finalize enrollment.

## 5. CASTLEBRANCH

[Castlebranch](#) is a third-party company that completes our background checks and tracks documentation. The fee for CastleBranch is \$107.00 (plus a service fee \$2.99). If students already have a CastleBranch account for another Barton Healthcare program such as CNA – they are NOT required to purchase another package. Please contact the MLT Director at [guntherka@bartonccc.edu](mailto:guntherka@bartonccc.edu)

Students are required to have a CastleBranch account purchased and completed before starting MLT or Phlebotomy classes. The package code to order is **BM22**.

## PROGRAM REQUIREMENTS

The [Degree Map](#) has all the required courses that must be completed for the MLT Associate of Applied Science degree.

All classes must be passed with a 78% or better grade. The majority of the classes require weekly hands on hours that you will complete in a Cooperative lab during the duration of class. Please see the [Coop and Clinical FAQs](#) for the specific time frames for each class.

## ADDITIONAL PROGRAM INFORMATION

[MLT handbook 2024-2025](#)

[Textbook List Spring 2025](#)

[Cooperative/Clinical sites map](#)

[Estimated MLT Program costs 2025-26](#)