



Barton Community College

Nursing Pre-Application Step-By-Step Guide

RN Program

bartonccc.edu/programs/nursing

- **Step #1 - Complete Barton's online Admissions Application (link on Nursing webpage)**
 - If you already know your Barton ID#, you can skip this step.
 - If it has been longer than 6 months since your last class, you will need to reapply
 - Complete the Change of Major form if you have not declared Nursing as your major, your advisor can assist you with this.
 - 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 contact admissions. admissions@bartonccc.edu or 620-792-9286.
 - Once you select Nursing as your major on the admissions application, you will be assigned an advisor, please reach out to your assigned pre-nursing advisor. (This may take up to 2-3 business days)

- **Step #2 – Transcripts:**
 - If you received your Practical Nursing education at Barton, you do NOT need to have transcripts sent
 - Contact Pre-Nursing Advisor Wendy Miller
 - She will help evaluate college credits or advise into upcoming classes
 - millerw@bartonccc.edu or 620-792-9296
 - You will need to have all college transcripts sent directly to Barton Enrollment Services. These need to be **official transcripts** or they will not be accepted. Once received and transferred in, we will review to let you know your status regarding pre-requisites.
 - If you are currently or will be finishing any pre requisites at an institution outside of Barton, please do not order your official transcript to be sent until **after your final grade(s) have been posted to your transcript**, to avoid having to pay for multiple transcripts.
 - If taking or have taken credits at Barton, you do not need to order an official transcript, as we already have access to that information.
 - You will also need to have your **official high school transcript** sent in as well to the same below address.

Barton Community College
Attn: Enrollment Services
245 NE 30 Rd
Great Bend, KS 67530
 - Any course to be considered for acceptance must be completed by May 31. If you will not meet this deadline, you will need to request an extension with the Director of Nursing.

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- **Step #3 – Review the Nursing Cost Form (link on Nursing webpage)**

- **Step #4 – Nursing Pre-Requisites:**
 - **Pre-requisite Courses required for admission into the Practical Nursing (PN) program:**
 - Anatomy & Physiology (**taken within last 5 yrs**)...5 credit hours
 - General Psychology.....3 credit hours
 - Developmental Psychology.....3 credit hours
 - English Composition I.....3 credit hours
 - Public Speaking.....3 credit hours

 - **Co-requisite for the A.D.N. program and required to be completed by graduation:**
 - Microbiology.....5 credit hours

 - **Current KS LPN license required for admission to Associate Degree Program**

- **Step #5 – TEAS (link on webpage) if you have not previously completed.**
 - The test covers math, science, reading, vocabulary and grammar. Contact the nursing office for more information. This test is given at least twice a month from September to January and must be taken prior to the end of January. You may take the test up to 3 times within a calendar year, with a 30 day wait period between tests. **A minimum score of 58.7 is required.**
 - Registration: online form at nursing.bartonccc.edu webpage
 - \$70.00 paid to the Barton Business Office
 - Receipt submitted to Nursing to receive admissions ticket



Now You Are Ready to Apply to Barton's RN Nursing Program

bartonccc.edu/programs/nursing

- **Step #1 – Nursing Application Intent Form**
 - Complete applicant intent/request form (link on webpage)

- **Step #2 – Request Nursing Application Packet**
 - Once all above is completed, email Carla Enstrom enstromc@bartonccc.edu:
 - Confirmation of all requirements completed
 - Barton ID # (emailed to you after admissions app. or that you already have).
 - Status of all transcripts

- **Step #3 – Completed Nursing Application Packet**
 - Nursing Admission Application
 - 3 signed letters of endorsement
 - Letters may be e-mailed directly to skeltonr@bartonccc.edu
 - Or they can be mailed to:
 - Barton Community College
 - Attn: Nursing Dept
 - 245 30 Rd
 - Great Bend, KS 67530

 - **No hand delivered letters will be accepted.**

 - Applications to the nursing program are evaluated on the following:
 - Complete nursing application by the **priority deadline of Jan 31st** of the year you want to enter the program.
 - Secondary deadline March 1.
 - Overall College GPA
 - needs to be 2.5 or greater
 - GPA of pre-requisites required for the nursing program
 - needs to be 3.0 or greater
 - Completion of Pre-requisite courses.
 - Current KS LPN license for admission to A. D.N. program.
 - Entrance test (ATI TEAS Test) score required. **Minimum score of 58.7 required.**
 - (Required for both PN and RN programs)
 - Professionalism
 - **All coursework, for full acceptance, must be completed by May 31st.** Coursework completed after May 31 may not be evaluated for candidate acceptance.
 - **Three signed letters of endorsement or e-mailed letters**



RN Nursing Pre-Application/Application Checklist

Read through the information provided above, then use this checklist as a reference to ensure you have everything completed.

What to complete for the Associate Degree Nursing Program Application Requirements:

Nursing Application Intent Form Completed Online

Email Carla to Request Nursing Application Packet

Application Packet:

- Nursing Admission Application
- 3 Signed Letters of Endorsement

Students transferring from another LPN program will also need to complete the following items:

- Barton Admission Application
- HS Transcript
- College Transcripts
- Review Nursing Cost Form
- Placement Test
- Pre-Requisites
 - Anatomy & Physiology – 5 hrs
 - General Psychology – 3 hrs
 - Developmental Psychology – 3 hrs
 - English Comp I – 3 hrs
 - Public Speaking – 3 hrs
- CNA Certificate
- TEAS test