



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:

- 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.
 - Official high school and college transcripts must be mailed directly from the granting institution or sent by an electronic transcript service to Barton Community College or, hand delivered in a sealed envelope. The hand delivered transcript must be placed in the school letterhead envelope with the Registrar's signature or school stamp imprinted on the sealed back flap. Opening the envelope will render that transcript invalid. (No exceptions)
 - 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](#)

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 or IPC	3 credit hours
<i>Requirement for the A.D.N. program and required to be completed by graduation:</i>	
Microbiology	5 credit hours

- Current KS LPN license with IV certification required for admission to Associate Degree Program

Step #5 – TEAS ([link on webpage](#)) if you have not previously completed in the last 3 years.

- 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 (see TEAS Nursing Test on webpage for dates) 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.

Step #6– Legal Issues

- Being convicted of certain crimes may prevent you from being licensed by the Kansas State Board of Nursing.
 - Review the list of crimes at ksbn.kansas.gov/self-reporting-legal
 - Information can also be found in the [nurse practice act K.S.A. 65-1120 on page 32](#).

Step #7 – Nursing Application Intent Form

- Complete RN Application Intent Form ([link on webpage](#))

Step #8 – Request Nursing Application Packet

- Once all above is completed, [email Kit Smith](#)
 - Confirmation of all requirements completed
 - Barton ID # (emailed to you after admissions app. or that you already have).
 - Status of all transcripts

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Step #9 – Completed Nursing Application Packet

- Nursing Program Application
 - Applications can be emailed, hand delivered or mailed to:
Barton Community College
Attn: Nursing Dept
245 30 Rd Great Bend, KS 67530
- 3 signed letters of endorsement
 - Letters may be e-mailed directly to skelton@bartonccc.edu or smithk@bartonccc.edu or sent through USPS to the address above.
 - Letters must be sent from the person writing the recommendation.
 - 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 o needs to be 2.5 or greater
 - GPA of pre-requisites required for the nursing program o needs to be 3.0 or greater
 - Completion of Pre-requisite courses.
 - Current KS LPN license with IV certification 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 A.D.N 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

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

- RN Application Intent Form Completed Online
- [Email Kit Smith](#) to Request Nursing Application Packet
- Submit Application Packet:
 - Nursing Program 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 or Interpersonal Communication – 3 hrs
 - LPN License with IV Certification
 - TEAS test (within last 3 years)