

Barton Community College Credit by Articulation Process

- STEP 1** When enrolling/attending Barton, visit with the instructor/coordinator of the specific program (your major) about your wish to continue the articulation pathway.
- STEP 2** Once you have successfully completed the course required to take at Barton (check the web and preview the brochure of your cluster) – then notify your instructor that you wish to complete the articulation step. They will direct you to Krystall Barnes-Coordinator of Workforce Training Projects & Events. You will need to contact her, she has the paperwork that will need to be filled out by the you and also your high school.
- STEP 3** Once you have contacted Krystall, you will complete **ONLY** the top section of the “Application for Credit by Articulation” form and sign where designated. (Students must apply for articulated credit within three years of their high school graduation.)
- STEP 4** “Application for Credit by Articulation” form is returned to Krystall Barnes, Coordinator of Workforce Training Projects & Events, 245 NE 30 Road, Great Bend, KS 67530.
- STEP 5** Once the application is received, the Coordinator of Workforce Training Projects & Events will contact the representative high school to start the articulation process, indicating the course requested for articulation.
- The high school counselor completes the bottom section of the “Application for Credit by Articulation” form indicating the year completed and grade. The high school counselor and principal are required to sign and date the form.
- STEP 6** The high school will then return application to Barton Community College – Krystall Barnes, Coordinator of Workforce Training Projects & Events, 245 NE 30 Road, Great Bend, KS 67530.
(FAX 620-792-3056)
- STEP 7** Coordinator of Workforce Training Projects & Events will confirm equivalent course(s) and number of credits; sign and date.
- STEP 8** Credits and grade awarded will be entered on student’s Barton transcript as applicable and approved. Student will receive a letter confirming receipt of articulated credit.