**Dual Enrollment Procedures for IB**

(effective Jan 1, 2018)

These procedures must be followed in order to guarantee that Mrs. Moyer can approve your selected PSC course(s).

1. Create an account at [www.delta.polk-fl.net](http://www.delta.polk-fl.net) (using student portal login credentials).
2. Email Mrs. Moyer, [autumn.moyer@polk-fl.net](mailto:autumn.moyer@polk-fl.net), to have account verified.
3. Select course(s).
4. Have parents/guardian approve selected courses (using parent portal login credentials).
5. Email Mrs. Moyer, [autumn.moyer@polk-fl.net](mailto:autumn.moyer@polk-fl.net), to approve course(s).
   1. Once approved, go to PSC to register for the course(s); availability in courses is completely controlled by PSC
6. A copy of your PSC schedule must be brought to Mrs. Moyer.
7. This entire process must be finalized TWO WEEKS before the registration deadline.
   1. Students are responsible for knowing the registration dates and deadlines for each semester by checking the PSC website, [www.polk.edu](http://www.polk.edu).
   2. IB will not be responsible for notifying students when DE opens or closes; that is up to the student who is wishing to take DE.