1. Contact high school with Dual Credit requirements

2. Develop Memorandum of Agreement with Executive Team Acknowledgement

3. Provide Adjunct Applications for Potential Instructors:
   a. Department of Human Resources
   b. Dean of School (Approval/Denial)

4. Upon Approval, Create Warrior Web Access:
   a. Adjunct Faculty Training
   b. Collaborate with Schools to create Course Schedule Requests (CSRs)

5. Diné College Dual Credit Admissions

6. Complete Registration into Dual Credit courses

7. Award Letter of Acceptance into program

8. Dean of School will conduct an Adjunct Faculty Course Evaluation

9. Submit Diné College Grades and Schedule (Midterm/Final)

10. Student Course Evaluation/Assessment

11. Award Professional Development Certification

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