

Fort Hays State University
Cross-Border (Sias) Timeline Fall 2024
All Dates and Times are U.S. Central Time-zone

BOOKMARK THE TIMELINE - DO NOT DOWNLOAD AS DATES ARE SUBJECT TO CHANGE - Updated - 7/16/24

Action Item	Sias	Who		
		Lead	Support	Aware
Pre-term				
Deadline for chairs to have FHSU Online Course Requests submitted to the Registrar	19-Jul	GA	Chair	Partner
Registration Templates	2-Aug			
FHSU Faculty Appointment Forms - New Hires	10-Aug	HR		Faculty
FHSU Faculty Appointment Forms – Returning	13-Aug	HR		Faculty
Faculty Professional Development at FHSU- New/Returning	August 12 – 16	GA	Chair	
Final day to Submit Language proficiency score	12-Aug	Students	HLI	IA
Language proficiency status report	16-Aug	IA	REG	Partner
Registration Batch Load Roster (Wednesday)	21-Aug	Partner	REG	GA
Register Students (Pre-check-Workday registration-Blackboard load*) (Friday)	23-Aug	GA	IA	Registrar - TS
Faculty arrive on campus		Faculty		
Week 1	August 26 - August 30			
Classes Begin (Monday)	Monday, August 26	Faculty		Students
Registration Batch Load Roster (first roster update by Monday)		Partner	REG	GA
Registration at partner school		Partner		
Roster Discrepancy Check (Workday/Blackboard) (ongoing first 10 days)		Faculty	GA/REG	
Full refund period for students to drop courses (ongoing first 10 days)		Partner		SFS
ASC and CbyD - list of courses and faculty with contact information (Thursday)		Partner	GA	Chair/REG
Registration Batch Load Roster (second roster update by Thursday)		Partner	REG	
Week 2	September 2 - September 6			
Registration Batch Load Roster (final update by Thursday)		Partner	REG	Partner
ASC and CbyD - list of courses and faculty with contact information (Thursday)		Partner	GA	Chair
Full refund period ends for students to drop courses	Friday September 6			Students
Week 3	September 9 - September 13			
Enrollment Projections for Spring 2025 Provided to FHSU				Partner
Application for Completion (Intent to Graduate) for F24 sent to REG		Partner	REG	
Mid-Autumn Festival break 15- 17 (Make- up day September 14)				
Week 4	September 16 - September 20			

SFS begins invoicing process			SFS	Partner
Week 5	September 23 - September 27			
Spring 2025 Projections Finalized		Chair	GA	Partner
Week 6	September 30 - October 4			
National Holiday Break - October 1-7 (Make-up days september 29 and October 12)				
Textbook List (reviewed and confirmed for Spring 2025)		GA	Chair	Partner
ASC/CbyD Review by Academic Department		Chair		Partner/REG
Week 8	October 14 - October 18			
Teaching Assignments for Spring 2025 - initial		GA	Chair	Partner
Week 9	October 21 - October 25			
Week 10	October 28 - November 1			
Timeline for Spring 2025 posted		GA	REG	
Week 11	November 4 - November 8			
Last day to Withdraw with "W" on transcript, no refund (Friday)				Students
Week 12	November 11 - November 15			
Teaching Schedule for Spring 2025		Partner		GA
Application of Completion (Intent to Graduate) list sent to Registrar's office for students		Partner	REG	
Partners send official transcripts to FHSU Registrar for students to be admitted for Spring		Partner	REG	
Week 13	November 18 - December 22			
Teaching Assignments for Spring 2025 - Final		Chair	GA	Partner
Partner Transcripts: 6th semester IP Transcript sent to Registrar's office		Partner	REG	
Week 14	November 25 - November 29			
Student Evaluations Open (two weeks before finals)		TS		
Partner Transcripts: Final additions or changes for Fall 2024 graduates		Partner	REG	
Week 15	December 2 - December 6			
Week 16	December 9- December 13			
Last week of Classes				
Student Evaluations of courses close		TS		Students
Sias and FHSU classes provide 16 weeks of comprehensive instruction per semester, followed by two weeks of final exams for Sias classes. FHSU faculty may choose whether or not to include a final exam within the 16 weeks, but must hold all scheduled class sessions and cannot make any classes optional.				

Post Term				
FHSU faculty submit final grades to FHSU Registrar	December 23, 2024	Faculty	REG	Faculty, GA
Partner Transcripts: 7th Semester Transcripts for Spring 2025 graduates	Mid-Jan	Partner	REG	
Report ran to determine missing final grades		GA		Chair
Fall 2025 grade report available in Workday		FHSU	REG	GA
Grades available on the IP Portal				Students
Probation, Suspension and Dismissal Report and Letters Shipped		AACE		Partner/REG
Diplomas and transcripts of students graduating Fall 2024 shipped to partners	Thursday February 1, 2024	REG		GA/Partners
ASC - CbyD Grades sent to FHSU Registrar Office		Partner	REG	GA
Pre-Spring Term				
Teaching Assignments entered and cross-checked in Workday for Spring 2025		Chair	Registrar	BB
Blackboard shells open to faculty for Spring 2025 (4 weeks prior to Spring term)		TS		Faculty
Admission and Transcript reports: Late Admits	Feb 10 - 14	Partner	Admissions/R	Admissions/REG
Deadline for Chairs to have FHSU Online Course Requests submitted to the Registrar - New Process	19-Jan	GA	Chair	Partner
Spring25 Term				
TENTATIVE Start Dates	2025			

FHSU University Breaks and Holidays

9/2/2024	Labor Day
11/28/2024 - 11/29/2024	Thanks giving Break
12/25/2024 - 1/1/2025	Winter Break - University Closed

Chinese Holidays

September 15-17	Mid-autumn Festival
October 1-7	National Holiday
January-1-2025	New Year's Day

Notes: In China, the government designates make-up work days on weekends to compensate for extended holidays, ensuring a

Integration runs three times daily (5p, 6p, 7p Central Time)

Blackboard (China Server) <https://globalbb.fhsu.edu/>

Operational Team:

Academic Administration | Jeni McRay

GA - Global Affairs	Haley Williams
	Jadyn Snyder
	Pooja Mohan
Associate Vice President for Student Affairs	Dennis King
Academic Advising	Patricia Griffin
Faculty	FHSU International Faculty
HR - Human Resources	Carrie Lane
IA - International Admissions	Cassie Smith
Departmental Chair/Administrative Assistant	Robert Lloyd/Deserae Schluckebier (RCoBE)
Departmental Chair/Administrative Assistant	Brett Whitaker/Jackie Gottschalk (LDRS)
Departmental Chair/Administrative Assistant	Paul Nienkamp/Jodie Leiker (PHIL)
Departmental Chair/Administrative Assistant	Steve Sedbrook/McKayla Berg (HHP)
Departmental Chair/Administrative Assistant	Eric Leuschner/Amy Richecky (ENG)
Cross Border Education Specialist	Sharon Graham (UNIV)
TS - Technology Services	Greg Grammon - server
	Michael Leibold - Blackboard
Registrar - Registrar's Office	Craig Karlin
	Jackie Maxwell
	Sheila McGuire
	Nikki Houchen
	Tammy Winters
SFS - Student Fiscal Services	Dane Lonnon
	Lincoln Ector
Institutional Research and Eff.	Darren Stieben
TLC - The Language Company	Brenda Robati
Partner - Sias - KIS (Kansas International School)	Matt Schenk, Jing Wang (Jane) Zheng Fei (Karl) Song Ling Bo Jingqiu Pei (Rachel)