

Fort Hays State University
Timeline Spring 2025 - Sias
All Dates and Times are U.S. Central Time - zone

BOOKMARK THE TIMELINE - DO NOT DOWNLOAD AS DATES ARE SUBJECT TO CHANGE - Updated - 12/15/24

| Action Item | Sias | Who | | |
|----------------------------------------------------------------------------------------|--------------------------|-----------|------------|---------------------------|
| | | Lead | Support | Aware |
| Pre - Spring Term | | | | |
| F24 Diplomas and Transcripts sent to Sias | Feb-05 | Registrar | GA/Partner | Partner/GA |
| Spring Hire Contract | Jan-06 | | | |
| Deadline for chairs/ICs to have FHSU Online Course Requests submitted to the Registrar | 8-Jan | GA | IC | Partner |
| New Hire - Faculty Professional Development at FHSU | Jan 13-17 | FHSU | | All |
| Teaching Assignment entered and cross-checked in Workday for Spring 2025 | | IC | Registrar | BB |
| Language proficiency status report (8 weeks prior) | 20-Dec-24 | ISS | | Partner |
| Spring 2025 Admissions | 21-Jan | | | |
| Blackboard shells open to faculty for Spring 2025 (4 weeks prior to Spring term) | 21-Jan | TS | | Faculty |
| Language proficiency status report (4 week prior) | 21-Jan | ISS | | Partner |
| Admission and Transcript reports: Late Admits | 27-Jan | Partner | Admissions | Admissions/ REG |
| Final day to submit passing English Language Proficiency score (2 weeks prior) | 3-Feb | ISS | | Partner |
| Registration Reports and Templates to partner | 7-Feb | Faculty | | |
| Faculty arrive on campus(one week prior) | 10-Feb | Faculty | | Partner |
| Registration Batch Load Roster (Wednesday) | 12-Feb | Partner | | Partner - GA |
| Register Students (Pre-check-Workday registration-Blackboard load*) (Friday) | 14-Feb | GA | Registrar | TS |
| Week 1 (Sias) | Feb 17-Feb 21 | | | |
| Classes Begin (Monday) | February 17 | | | Faculty - Students |
| Registration Batch Load Roster (first roster update by Monday) | | Partner | GA | Registrar-TS |
| Registration at partner school | | Partner | | |
| Roster Discrepancy Check (Workday/Blackboard) (<i>ongoing first 10 days</i>) | | Faculty | Partner | GA |
| Full refund period for students to drop courses (<i>ongoing first 10 days</i>) | | Partner | | SFS |
| ASC and CbyD - list of courses and faculty with contact information (Thursday) | | Partner | GA | IC |
| Registration Batch Load Roster (second roster update by Thursday) | | Partner | GA | Registrar - TS |
| Week 2 (Sias) | Feb 24-Feb 28 | | | |
| Registration Batch Load Roster (final update by Thursday) | | Partner | GA | Registrar - TS |
| Final week to register for classes | | | | |
| ASC and CbyD - list of courses and faculty with contact information (Thursday) | | Partner | GA | IC |
| Full refund period ends for students to drop courses | | | | Partner - SFS |
| Week 3 (Sias) | March 3-March 7 | | | |
| Enrollment Projections for Fall 2025 Provided to FHSU | | Partner | GA | Partner - GA - IC |
| Week 4 (Sias) | March 10-March 14 | | | |
| SFS begins invoicing process | | SFS | | SFS - Partner |
| Week 5 (Sias) | March 17-March 21 | | | |
| Admission Templates for Fall 2025 | | ISS | | Partner |
| Fall 2025 Projections | | IC | GA | Partner |
| Week 6 (Sias) | March 24-March 28 | | | |
| Final Invoice Processed - Wiring of Payment Begins | | SFS | | Partner |
| Textbook List (reviewed and confirmed for Fall 2025) | | IC | GA | Partner |
| Re-evaluate all current stipends and contracts for cross-border | | GA | | Faculty |
| Week 7 (Sias) | March 31-April 04 | | | |
| Intent to Return Letter | | Jeni | | Faculty |
| FHSU Returning Faculty begin Residence Renewal Process at Partner School | | Faculty | | Partner |
| ASC/CbyD Review by Academic Department | | Partner | | IC |
| Week 8 (Sias) | April 07-April 11 | | | |
| First 8 week classes end | | | | |
| Draft Contract for next AY | | Jeni | | Faculty |
| University Counsel MOA Cover Sheet/Contract Review | | Jeni | | Faculty |
| Teaching Assignments for Fall 2025 - initial | | IC | GA | Partner |
| Admission for Fall 2025 applicants | | Partner | IA | GA |

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| Week 9 (Sias) | April 14-April 18 | | | |
| First 8 Week Grades Due | | | | |
| Week 10 (Sias) | April 21-April 25 | | | |
| Calendar for Fall 2025 Posted | | GA | | Partner |
| Week 11 (Sias) | April 28-May 2 | | | |
| Next AY Sias/SNU Contract Draft | | Jeni | | Faculty |
| Last day to Withdraw with "W" on transcript, no refund | | | | Students - Registrar |
| Week 12 (Sias) | May 05-May 09 | | | |
| | | | | |
| Week 13 (Sias) | May 12-May 16 | | | |
| Teaching Assignments for Fall 2025 - Final | | IC | GA | Partner |
| Sias Homecoming | | FHSU | | Admin |
| Graduation Ceremony - FHSU Delegation | | FHSU | | Admin |
| Week 14 (Sias) | May 19-May 23 | | | |
| Student Evaluations Open (two weeks before finals) | | | | IREF |
| Week 15 (Sias) | May 26-May 30 | | | |
| Last Day of Regular Classes | | | | Faculty |
| Week 16 (Sias) | June 02-June 06 | | | |
| Final Exams | | | | Faculty |
| Student Evaluations of courses close | | | | IREF |
| Post Term | | | | |
| FHSU faculty submit final grades to FHSU Registrar | June 9 | | | Faculty |
| Faculty Return Stipend (upon all final grades) | June 9-June 13 | GA | HR | Faculty |
| Partner Transcripts: Final additions or changes for Spring 2025 graduates | | Partner | | Registrar |
| Report ran to determine missing final grades | | GA | | IC |
| Spring 2025 grade report available in Workday | | | | Workday |
| Grades available on the IP Portal | | | | Portal |
| Probation, Suspension and Dismissal Report and Letters Shipped | June 16-June 20 | AACE | GA | Partner |
| Diplomas and transcripts of students graduating Spring 2025 shipped | | FHSU | Registrar | GA |
| ASC - CbyD Grades sent to FHSU load in Workday | | Partner | Registrar | GA |
| Pre-Fall Term | | | | |
| Teaching Assignments entered and cross-checked in Workday for Fall 2025 | | IC | Registrar | BB |
| Blackboard shells open to faculty for Fall 2025 (4 weeks prior to Fall term) | | Registrar | BB | Faculty |
| Admission and Transcript reports: Late Admits | | Partner | | IA |
| Fall Term 2025 | | | | |
| TENTATIVE Dates | | | | FHSU-Partner |

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| FHSU University Breaks and Holidays | |
| Martin Luther King Holiday | 20-Jan-25 |
| Spring Break - University Holiday | March 17-21, 2025 |
| Memorial Day | 26-May-25 |
| Chinese Holidays | |
| Tomb- Sweeping Day | 4-Apr-25 |
| Labor Day | 1-May-25 |
| Dragon Boat Festival | 31-May-25 |
| Notes: Integration runs three times daily (5p, 6p, 7p Central Time) Blackboard (China Server) https://fhsu.blackboardchina.cn/ | |
| IP Portal : https://webapps.fhsu.edu/IPStudentPortal/default | |
| Operational Team | |
| Academic Administration | Jeni McRay |
| Academic Advising | Patricia Griffin |
| Faculty | FHSU International Faculty |
| HR - Human Resources | Shannon Lindsey |
| IA - International Admissions | Cassie Smith |
| Departmental Chair/Admin Assistant | Robert Lloyd/Deserae Schluckebier (RCoBE) |
| Departmental Chair/Admin Assistant | Brett Whitaker/Jackie Gottschalk (LDRS) |

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| Departmental Chair/Admin Assistant | Paul Nienkamp/Jodie Leiker (PHIL) |
| Departmental Chair/Admin Assistant | Steve Sedbrook/McKayla Berg (HHP) |
| Departmental Chair/Admin Assistant | Eric Leuschner/Amy Richecky (ENG) |
| Cross Border Education Specialist | Sharon Graham (UNIV) |
| TS - Technology Services | Greg Grammon - Server |
| | Michael Leibold - Blackboard |
| GA - Global Affairs | Haley Williams |
| | Jadyn Snyder |
| | Pooja Mohan |
| Registrar - Registrar's Office | Craig Karlin (Registrar) |
| | Jackie Maxwell (Mass Course Registrations) |
| | Sheila McGuire (Course Scheduling) |
| | Nikki Houchen (Degree Analyst/Student Records) |
| | Tammy Winters (Grades/Course Registrations) |
| SFS - Student Fiscal Services | Lincoln Ector |
| Institutional Research and Eff. | Darren Stieben |
| TLC - The Language Company | Brenda Robati |
| Partner - Sias- KIS | Matt Schenk |
| | Zheng Fei (Karl) |
| | Jing Wang (Jane) |
| | Song Lingbo |
| | Jingqiu Pei (Rachel) |
| Associate Vice President for Stu. Affair | Dennis King |