

# Fort Hays State University

## Timeline Spring 2025 - SNU

### All Dates and Times are U.S. Central Time - zone

BOOKMARK THE TIMELINE - DO NOT DOWNLOAD AS DATES ARE SUBJECT TO CHANGE - Updated - 12/18/2024

Action Item	SNU	Who		
		Lead	Support	Aware
Pre- Spring Term				
F24 Diplomas and Transcripts sent to SNU	Feb 7	Registrar	Partner/GA	GA
Spring Hire Contract	Jan 21			
Deadline for chairs/ICs to have FHSU Online Course Requests submitted to the Registrar	Jan 24	GA	IC	Partner
New Hire - Faculty Professional Development at FHSU		FHSU		All
Teaching Assignment entered and cross-checked in Workday for Spring 2025		IC	Registrar	BB
Language proficiency status report (8 weeks prior)	Jan 6			
Spring 2025 Admissions	Feb 3			
Blackboard shells open to faculty for Spring 2025 (4 weeks prior to Spring term)	Feb 3			Faculty
Language proficiency status report (4 week prior)	Feb 3			Faculty
Admission and Transcript reports: Late Admits	Feb 10	Partner	Admission	REG
Final day to submit passing English Language Proficiency score (2 weeks prior)	Feb 17			
Registration Reports and Templates to partner	Feb 21	GA		Partner
Faculty arrive on campus(one week prior)	Feb 24	Faculty		Partner
Registration Batch Load Roster (Wednesday)	Feb 26	Partner		GA
Register Students (Pre-check-Workday registration-Blackboard load*) (Friday)	Feb 28	GA	Registrar	TS
Week 1 (SNU)	March 3-March 7			
Classes Begin (Monday)	3-Mar			Faculty
Registration at partner school				Partner
Registration Batch Load Roster (first roster update by Monday)		Partner	GA	Registrar-TS
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 (SNU)	March 10-March 14			
Registration Batch Load Roster (final update by Thursday)	March 11	Partner	GA	Registrar - TS
Full refund period ends for students to drop courses(Final week to register for the course)	17-Mar	Partner		SFS
ASC and CbyD - list of courses and faculty with contact information (Thursday)	March 14	Partner	GA	IC
Week 3 (SNU)	March 17-March 21			
Enrollment Projections for Fall 2025 Provided to FHSU		Partner	GA	IC
Week 4 (SNU)	March 24-March 28			
SFS begins invoicing process		SFS		Partner
Week 5 (SNU)	March 31-April 4			
Admission Templates for fall 2025		ISS		Partner
Spring 2025 Projections Finalized		IC	GA	Partner
Week 6 (SNU)	April 7-April 11			

Final Invoice Processed - Wiring of Payment Begins		SFS		Partner
Textbook List (reviewed and confirmed for Spring 2025)		IC	GA	Partner
Re-evaluate all current stipends and contracts for cross-border		GA		Faculty
Week 7 (SNU)	April 14-April 18			
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 (SNU)	April 21-April 25			
Final Transcript graduating Spring 2025	April 25	SNU		Registrar
Teaching Assignments for Fall 2025 - initial		IC	GA	Partner
Admission for Fall 2025 applicants	April 25	Partner	IA	GA
Week 9 (SNU)	April 28-May 2			
Week 10 (SNU)	May 5 - May 9			
Calendar for Fall 2025 posted		GA		Partner
Week 11 (SNU)	May 12-May 16			
Next AY Sias/SNU Contract Draft		Jeni		Faculty
Last day to Withdraw with "W" on transcript, no refund		Student		Registrar
Week 12 (SNU)	May 19-May 23			
Week 13 (SNU)	May 26-May 30			
Teaching Assignments for Fall 2025 - Final		IC	GA	Partner
Week 14 (SNU)	June 2-June 6			
Graduation Ceremony - FHSU Delegation	June 2	FHSU		Admin
Student Evaluations Open (two weeks before finals)				IREF
Week 15 (SNU)	June 9-June 13			
Last Day of Regular Classes	June 13	Faculty		
Week 16 (SNU)	June 16-June 20			
Final Exams	June 16-June 2	Faculty		Faculty
Student Evaluations of courses close				IREF
Post Term				
FHSU faculty submit final grades to FHSU Registrar	June 23			Faculty
Report ran to determine missing final grades		GA		IC
ASC - CbyD Grades sent to FHSU load in Workday		Partner		Registrar
Diploma and transcript of students graduating Spring 2025 shipped		Registrar		GA
Faculty Return Stipend (upon all final grades)				
Partner Transcripts: Final additions or changes for Summer 2025 graduates		Partner		Registrar
Spring 2025 grade report available in Workday				Workday
Grades available on the IP Portal	27-Jul			IP Portal
Probation, Suspension and Dismissal Report and Letters Shipped	14-Jul	AACE		Partner
Diplomas and transcripts of students graduating Summer 2025 shipped	15-Aug	Registrar		GA
Pre-Fall Term				

Teaching Assignments entered and cross-checked in Workday for Fall 2025		IC		Registrar
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
<b>Fall Term 2025</b>				
<b>TENTATIVE Dates</b>				<b>FHSU-Partner</b>

#### 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	May 31 2025

#### 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	
IA - International Admissions	Cassie Smith
Dept. Chair/Admin. Assistant	Robert Lloyd/Deserae Schluckebier (RCoBE)
Dept. Chair/Admin. Assistant	Brett Whitaker/Jackie Gottschalk (LDRS)
Dept. Chair/Admin. Assistant	Paul Nienkamp/Jodie Leiker (PHIL)
Dept. Chair/Admin. Assistant	Steve Sedbrook/McKayla Berg (HHP)
Dept. Chair/Admin. Assistant	Eric Leuschner/Amy Richecky (ENG)
Cross Border Education Specialist	Sharon Graham (UNIV)
Tech 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 Enrollments) Sheila McGuire (Course Scheduling)

	Nikki Houchen (Degree Analyst/Student Records) Tammy Winters (Grades/Course Enrollments)
SFS - Student Fiscal Services	Dane Lonnon Lincoln Ector
Institutional Research and Eff.	Darren Stieben
TLC - The Language Company	Brenda Robati
Partner - SNU - CIB (College of International Business)	Steven (Yuzhou Cai) Yolanda (Jing Yang) Yolanda (Jing Yang) Daisy (Qi Dongyan)
Associate Vice President for Stu. Affair	Dennis King