

Fort Hays State University
Cross-Border (SNU) 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	SNU	Who		
		Lead	Support	Aware
Pre-term				
Deadline for chairs to have FHSU Online Course Requests submitted to the Registrar	26-Jul	GA	Chairs	Partner
Registration Templates	2-Aug	GA	REG	Partner
FHSU Faculty Appointment Forms - New Hires	10-Aug	HR		Faculty
FHSU Faculty Appointment Forms – Returning	10-Aug	HR		Faculty
Faculty Professional Development at FHSU- New/Returning	Aug 12 - 16	GA	Chairs	
Final day to Submit Language proficiency score	19-Aug	IA	REG	Partner
Language proficiency status report	23-Aug	Students	HLI	IA
Registration Batch Load Roster (Wednesday)	28-Aug	Partner	REG	GA
Register Students (Pre-check-Workday registration-Blackboard load*) (Friday)	30-Aug	GA		Registrar - TS
Faculty arrive on campus		Faculty		
Week 1	September 2 - September 6			
Classes Begin (Monday)	Monday, September 2	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	IC/REG
Registration Batch Load Roster (second roster update by Thursday)		Partner	REG	
Week 2	September 9- September 13			
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	IC
Full refund period ends for students to drop courses	Friday, September 13			Students
Week 3	September 16 - September 20			
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				
Week 4	September 23 - September 27			
SFS begins invoicing process			SFS	Partner
Week 5	September 30 - October 4			
Tentative Holiday Break - October 1-7				
Spring 2025 Projections Finalized		Chairs	GA	Partner
Week 6	October 7 - October 11			
Final Invoice Processed - Wiring of Payment Begins		Partner		SFS
Textbook List (reviewed and confirmed for Spring 2025)		GA	Chairs	Partner
Week 7	October 14 - October 18			
ASC/CbyD Review by Academic Department		Chairs		Partner/REG
Week 8	October 21 - October 25			
Teaching Assignments for Spring 2025 - initial		GA	Chairs	Partner
Week 9	October 28 - November 1			
Week 10	November 4 - November 8			
Timeline for Spring 2025 posted		GA	REG	
Week 11	November 11 - Noveember 15			
Last day to Withdraw with "W" on transcript, no refund (Friday)				Students
Week 12	November 18 - November 22			
Teaching Schedule for Spring 2025		Partner		GA

Application of Completion (Intent to Graduate) list sent to Registrar office for students expecting to graduate in June 2025		Partner	REG	
Partners send official transcripts to FHSU Registrar for students to be admitted for Spring 2025 semester		Partner	REG	
Week 13	November 25 - November 29			
Teaching Assignments for Spring 2025 - Final		Chairs	GA	Partner
Partner Transcripts: 6th semester IP Transcript sent to Registrar's office		Partner	REG	
Partner Transcripts: Final additions or changes for Fall 2024 graduates		Partner	REG	
Week 14	December 2 - December 6			
Student Evaluations Open (two weeks before finals)		TS		
Week 15	December 9 - December 13			
Week 16	December 15 - December 20			
Last week of Classes				
Student Evaluations of courses close		TS		Students
Post Term				
FHSU faculty submit final grades to FHSU Registrar	January 6, 2025	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		Chairs
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/RE
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		Chairs	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/REG	Admissions/REG
Deadline for chairs to have FHSU Online Course Requests submitted to the Registrar - New Process	19-Jan	GA	Chairs	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-17-2024	Mid-Autumn Festival
October 1-7-2024	National Holiday
January-1-2025	New Year's Day

Notes:

Integration runs three times daily (5p, 6p, 7p Central Time)
Blackboard (Singapore 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	Eric Leuschner/Amy Richecky (ENG)
Departmental Chair/Administrative Assistant	Paul Nienkamp/Jodie Leiker (PHIL)
Departmental Chair/Administrative Assistant	Steve Sedbrook/McKayla Berg (HHP)
Cross Border Education Specialist	Sharon Graham (UNIV)
	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)
Partner - SNU - CIB (College of International Business)	Steven (Yuzhou Cai) Yolanda (Jing Yang) Daisy (Qi Dongyan)