

Fort Hays State University
Cross-Border SNU Timeline Spring 2024
All Dates and Times are U.S. Central Time - zone

BOOKMARK THE TIMELINE - DO NOT DOWNLOAD AS DATES ARE SUBJECT TO CHANGE - Updated - 11/25/2024

Action Item	SNU	Who		
		Lead	Support	Aware
Pre- Term				
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 2024		IC	Registrar	BB
Spring 2024 Admissions				
Blackboard shells open to faculty for Spring 2024 (4 weeks prior to Spring term)	Feb-4	TS		Faculty
Language proficiency status report (8 weeks prior)	Feb-28			Faculty
Language proficiency status report (4 week prior)	Feb-4			Faculty
Admission and Transcript reports: Late Admits	Feb-12	Partner	Admissions	Admissions/ REG
Registration Reports and Templates to partner	Feb-23			
Registration Batch Load Roster (Wednesday)	Feb-28	Partner		Partner - GA
Final day to submit Language proficiency score (1 week prior)	Feb-28			
Faculty arrive on campus(one week prior)	Feb-28	Faculty		Partner
Register Students (Pre-check-Workday registration-Blackboard load*) (Friday)	Feb-1	GA	Registrar	TS
Week 1 (SNU)	March 4 - March 8			
Classes Begin (Monday)	March 4			Faculty - Students
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 11 - March 15			
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)	March 17	Partner		SFS
ASC and CbyD - list of courses and faculty with contact information (Thursday)	March-19	Partner	GA	IC
Week 3 (SNU)	March 18 - March 22			
Enrollment Projections for Fall 2024 Provided to FHSU		Partner	GA	IC
Week 4 (SNU)	March 25 - March 29			
SFS begins invoicing process		SFS		Partner
Week 5 (SNU)	April 1 - April 5			
Admission Templates for fall 2024		ISS		Partner
Spring 2024 Projections Finalized		IC	GA	Partner

Week 6 (SNU)	April 8 - April 12			
Final Invoice Processed - Wiring of Payment Begins		SFS		Partner
Textbook List (reviewed and confirmed for Spring 2024)		IC	GA	Partner
Re-evaluate all current stipends and contracts for cross-border		GA		Faculty
Week 7 (SNU)	April 15 - April 19			
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 22 - April 26			
Draft Contract for next AY		Jeni		Faculty
University Counsel MOA Cover Sheet/Contract Review		Jeni		Faculty
Final Transcript graduating Spring 2024		SNU		Registrar
Teaching Assignments for Fall 2024 - initial		IC	GA	Partner
Admission for Fall 2024 applicants		Partner	IA	GA
Week 9 (SNU)	April 29 - May 3			
Week 10 (SNU)	May 6 - May 10			
Calendar for Fall 2024 posted		GA		Partner
Week 11 (SNU)	May 13 - May 17			
Next AY Sias/SNU Contract Draft		Jeni		Faculty
Last day to Withdraw with "W" on transcript, no refund		Student		Registrar
Week 12 (SNU)	May 20 - May 24			
Week 13 (SNU)	May 27 - May 31			
Teaching Assignments for Fall 2024 - Final		IC	GA	Partner
Diploma and transcript of students graduating Spring 2024 shipped	June 15			
Week 14 (SNU)	June 3 - June 7			
Graduation Ceremony - FHSU Delegation	May 25/26	FHSU		Admin
Student Evaluations Open (two weeks before finals)				IREF
Week 15 (SNU)	June 10 - June 14			
Last Day of Regular Classes	June 14	Faculty		
Week 16 (SNU)	June 17 - June 21			
Final Exams	June 17 - June 21	Faculty		Faculty
Student Evaluations of courses close				IREF
Post Term				
FHSU faculty submit final grades to FHSU Registrar	June 24			Faculty
Faculty Return Stipend (upon all final grades)				
Partner Transcripts: Final additions or changes for Summer 2024 graduates	July 12	Partner		Registrar
Report ran to determine missing final grades		GA		IC
Spring 2024 grade report available in Workday				Workday
Grades available on the IP Portal	July 27			IP Portal

Probation, Suspension and Dismissal Report and Letters Shipped	July 14	AACE	GA	Partner
ASC - CbyD Grades sent to FHSU load in Workday	July 14	Partner		Registrar
Diplomas and transcripts of students graduating Summer 2024 shipped	August 12	FHSU - Registrar		GA
Pre-Fall Term				
Teaching Assignments entered and cross-checked in Workday for Fall 2024		IC		Registrar-Bb
Blackboard shells open to faculty for Fall 2024 (4 weeks prior to Fall term)		Registrar		Bb - Faculty
Admission and Transcript reports: Late Admits		Partner		IA
Fall Term 2024				
TENTATIVE Dates				FHSU-Partner

FHSU University Breaks and Holidays

Martin Luther King Holiday	January 15, 2024
Spring Break - University Holiday	March 11-15, 2024
Memorial Day	May 27, 2024

Chinese Holidays

Tomb- Sweeping Day	April 4, 2024
Labor Day	May 1, 2024
Dragon Boat Festival	June 10, 2024

Notes:

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

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/Admisistrative Assistant	Robert Lloyd/Deserae Schluckebier (RCoBE)
Departmental Chair/Admisistrative Assistant	Brett Whitaker/Jackie Gottschalk (LDRS)
Departmental Chair/Admisistrative Assistant	Paul Nienkamp/Jodie Leiker (PHIL)
Departmental Chair/Admisistrative Assistant	Steve Sedbrook/McKayla Berg (HHP)
Departmental Chair/Admisistrative 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 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 - SNU - CIB (College of International Business)	Steven (Yuzhou Cai) Yolanda (Jing
Associate Vice President for Student Affair	Dennis King