

Fort Hays State University
Cross-Border (Sias) Timeline Fall 2025
All Dates and Times are U.S. Central Time-zone
(9/01/25-12/19/25 - 16 weeks) (9/15/25-12/19/25 - 14 weeks)

BOOKMARK THE TIMELINE - DO NOT DOWNLOAD AS DATES ARE SUBJECT TO CHANGE - Updated - 7/7/25

Action Item	Sias	Who		
Pre-term		Lead	Support	Aware
Teaching Schedule to FHSU	15-Jul	Partner	GA	Faculty
Deadline for chairs to have FHSU Online Course Requests submitted to the Registrar	26-Jul	GA	Chair	Partner
Language proficiency status report (4 weeks prior)	5-Aug			
Registration Templates	11-Aug			
Teaching Assignments entered and cross-checked in Workday for fall 2025				
FHSU Faculty Appointment Forms - New Hires	11-Aug	HR		Faculty
Admission and Transcript reports: Late Admits Deadline (3 weeks prior)	11-Aug	Partner	Admissions	REG
FHSU Faculty Appointment Forms – Returning	11-Aug	HR		Faculty
Faculty Professional Development at FHSU- New/Returning	11 - 15 Aug	GA	Chair	
Final day to Submit Language proficiency score (2 weeks prior)	19-Aug	IA	REG	Partner
Registration Batch Load Roster (Wednesday)	27-Aug	Partner	REG	GA
Register Students (Pre-check-Workday registration-Blackboard load*) (Friday)	20-Aug	GA	IA	Registrar - TS
Faculty arrive on campus		Faculty		
Week 1	September 1 - September 5			
Classes Begin (Monday)	Monday, September 1	Faculty		Students
Registration Batch Load Roster (first roster update by Monday)		Partner	REG	GA
Registration at partner school		Partner		
Roster Discrepancy Check (Workday/Blackboard) (<i>ongoing first 10 days</i>)		Faculty	GA/REG	
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	Chair/REG
Registration Batch Load Roster (second roster update by Thursday)		Partner	REG	
Week 2	September 8- September 12			
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 12			Students
Week 3	September 15 - September 19			
Enrollment Projections for Spring 2026 Provided to FHSU				Partner
Application for Completion (Intent to Graduate) for F25 sent to REG		Partner	REG	
Mid-Autumn Festival break (Make-up days - yet to be determined)				
Week 4	September 22 - September 26			
Inform faculty if the student dropped/withdrew after 4 weeks		GA		Faculty
SFS begins invoicing process			SFS	Partner
HLI Test	7-Sep			
Week 5	September 29 - October 3			
Re-evaluate/renew Contingent Teaching Contract		Jeni		Partner
Spring 2026 Projections Finalized		Chair	GA	Partner
Week 6	October 6 - October 10			
National Holiday Break - October 1-7 (Make-up days Oct. 11)				
Textbook List (reviewed and confirmed for Spring 2026)		GA	Chair	Partner
ASC/CbyD Review by Academic Department		Chair		Partner/REG
Week 7	October 13 - October 17			
Teaching Assignments for Spring 2026 - initial		GA	Chair	Partner
Week 8	October 20 - October 24			
HLI - Test	Oct -25			
Week 9	October 27 - October 31			
Timeline for Spring 2026 posted		GA	REG	
Week 10	November 3 - November 7			
Last day to Withdraw with "W" on transcript, no refund (Friday)				Students
Week 11	November 10 - December 14			
Teaching Schedule for Spring 2026		Partner		GA
Application of Completion (Intent to Graduate) list sent to Registrar's office for students expecting to		Partner	REG	
Partners send official transcripts to FHSU Registrar for students to be admitted for Spring 2026 semester		Partner	REG	
Week 12	November 17 - November 21			
Teaching Assignments for Spring 2026 - Final		Chair	GA	Partner
Partner Transcripts: 6th semester IP Transcript sent to Registrar's office		Partner	REG	

Week 13		November 24 - November 28		
HLI - Test		Nov-29		
Partner Transcripts: Final additions or changes for Fall 2025 graduates			Partner	REG
Week 14		December 1 - December 5		
Student Evaluations Open (two weeks before finals)			TS	
Week 15		December 8 - December 12		
Week 16		December 15 - December 19		
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 22	Faculty	REG
Partner Transcripts: 7th Semester Transcripts for Spring 2026 graduates		Mid-Jan	Partner	REG
Report ran to determine missing final grades			GA	Chair
Fall 2025 grade report available in Workday			FHSU	REG
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 2025 shipped to partners		Friday February 7, 2026	REG	GA/Partners
ASC - CbyD Grades sent to FHSU Registrar Office			Partner	REG
Pre-Spring Term				
Teaching Assignments entered and cross-checked in Workday for Spring 2026			Chair	Registrar
Blackboard shells open to faculty for Spring 2026 (4 weeks prior to Spring term)			TS	Faculty
Admission and Transcript reports: Late Admits		Feb 10 - 14	Partner	Admissions/RE
Deadline for Chairs to have FHSU Online Course Requests submitted to the Registrar - New		Jan 19	GA	Chair
Spring26 Term				
TENTATIVE Start Dates		2026		
FHSU University Breaks and Holidays				
9/1/2025	Labor Day			
11/24/2025 - 11/28/2025	Thanks giving Break			
12/22/2025 - 1/1/2026	Winter Break - University Closed			

Chinese Holidays

September 15-17 Not updated	Mid-autumn Festival
October 1-7 Not updated	National Holiday
January 1-2025 Not updated	New Year's Day

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

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	Wesley D Wintch
IA - International Admissions	Cassie Smith
Departmental Chair/Administrative Assistant	Robert Lloyd/Rachel Ashbaugh (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/Courtney Bartling/Anthony Fox (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

Institutional Research and Eff.

TLC - The Language Company

Partner - Sias - KIS (Kansas International School)

Lincoln Ector

Darren Stieben

Brenda Robati

Matt Schenk, Jing Wang (Jane) Zheng Fei (Karl) Song Ling Bo
Jinggiu Pei (Rachel)