

Fort Hays State University				
Cross-Border (Sias) Timeline Fall 2026				
All Dates and Times are U.S. Central Time-zone				
(8/31/26-12/18/26 - 16 weeks)				
BOOKMARK THE TIMELINE - DO NOT DOWNLOAD AS DATES ARE SUBJECT TO CHANGE - Updated - 7/20/2026				
Action Item	Sias	Who		
Pre-term		Lead	Support	Aware
Deadline for chairs to have FHSU Online Course Requests submitted to the Registrar	24-Jul	GA	Chair	Partner
Language proficiency status report (4 weeks prior)	3-Aug			
Faculty Professional Development- New/Returning	5 - 7 Aug	GA	Chair	
Registration Templates	10-Aug			
Teaching Assignments entered and cross-checked in Workday for fall 2026				
FHSU Faculty Appointment Forms - New Hires	10-Aug	HR		Faculty
Admission and Transcript reports: Late Admits Deadline (3 weeks prior)	10-Aug	Partner	Admissions	REG
FHSU Faculty Appointment Forms – Returning	10-Aug	HR		Faculty
Final day to Submit Language proficiency score (2 weeks prior)	17-Aug	IA	REG	Partner
Registration Batch Load Roster (Wednesday)	24-Aug	Partner	REG	GA
Register Students (Pre-check-Workday registration-Blackboard load*) (Friday)	26-Aug	GA	IA	Registrar - TS
Faculty arrive on campus		Faculty		
Week 1	August 31 - September 4			
Classes Begin (Monday)	31-Aug	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 through September 11th)		Faculty	GA/REG	
Full refund period for students to drop courses (ongoing through September 11th)		Partner		SFS
Registration Batch Load Roster (second roster update by Thursday)		Partner	REG	
Week 2	September 7 - September 11			
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	11-Sep			Students
Week 3	September 14 - September 18			
Enrollment Projections for Spring 2027 Provided to FHSU				Partner
Application for Completion (Intent to Graduate) for F26 sent to REG		Partner	REG	
Mid-Autumn Festival break (Make-up days - yet to be determined)				
Week 4	September 21 - September 25			
Inform faculty if the student dropped/withdrew after 4 weeks		GA		Faculty
SFS begins invoicing process			SFS	Partner
Week 5	September 28 - October 2			
National Holiday Break - October 1-7 (Make-up days Oct. 11)				
Spring 2027 Projections Finalized		Chair	GA	Partner
Week 6	October 5 - October 9			
Textbook List (reviewed and confirmed for Spring 2027)		GA	Chair	Partner
ASC/CbyD Review by Academic Department		Chair		Partner/REG
Final Invoice Processed - Wiring of Payment Begins		Partner		SFS
Week 7	October 12 - October 16			
ASC/CbyD Review by Academic Department		Chairs		Partner/REG
Week 8	October 19- October 23			
Teaching Assignments for Spring 2027 - initial		GA	Chair	Partner

Week 9	October 26 - October 30			
Week 10	November 2 - November 6			
Last day to Withdraw with "W" on transcript, no refund (Friday)	6-Nov			Students
Timeline for Spring 2027 posted		GA	REG	
Week 11	November 9- November 13			
Teaching Schedule for Spring 2027		Partner		GA
Application of Completion (Intent to Graduate) list sent to Registrar's office for students expecting to graduate in Spring 27		Partner	REG	
Partners send official transcripts to FHSU Registrar for students to be admitted for Spring 2027 semester		Partner	REG	
Week 12	November 16 - November 20			
Teaching Assignments for Spring 2027 - Final		Chair	GA	Partner
Partner Transcripts: 6th semester IP Transcript sent to Registrar's office	TBD	Partner	REG	
Week 13	November 23 - November 27			
Partner Transcripts: Final additions or changes for Fall 2026 graduates		Partner	REG	
Week 14	November 30 - December 4			
Student Evaluations Open (two weeks before finals)		TS		
Week 15	December 7 - December 11			
Week 16	December 14 - December 18			
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	4-Jan-27	Faculty	REG	Faculty, GA
Partner Transcripts: 7th Semester Transcripts for Spring 2026 graduates	TBD	Partner	REG	
Report ran to determine missing final grades		GA		Chair
Fall 2026 grade report available in Workday		FHSU	REG	GA
Grades available on the IP Portal				Students
Academic Standing Report		GA		Partner/REG
Diplomas and transcripts of students graduating Fall 2026 shipped to partners	8-Feb-27	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 2027		Chair	Registrar	BB
Blackboard shells open to faculty for Spring 2027 (4 weeks prior to Spring term)		TS		Faculty
Admission and Transcript reports: Late Admits	Feb 10-14- 27	Partner	Admissions/REG	Admissions/REG
Deadline for Chairs to have FHSU Online Course Requests submitted to the Registrar - New Process	19-Jan-27	GA	Chair	Partner
Spring27 Term				
TENTATIVE Start Dates	2027			

FHSU University Breaks and Holidays	
9/7/2026	Labor Day
11/23/2026 - 11/27/2026	Thanks giving Break
12/25/2026 - 1/3/2027	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 number of working days throughout the year. This policy is applied nationwide and affects all sectors, including education and public offices.	
Notes:	

Workday to Blackboard Integration runs three times daily (5p, 6p, 7p Central Time)

Global Blackboard: <https://globalbb.fhsu.edu/>

Academic and Operational Team	
Academic Administration	Jeni McRay (at FHSU)
	Damien Shuck (Program Director, On-Site)
Academic Standing	Beth Spencer
Faculty	FHSU International Faculty
HR - Human Resources	Russel Irby
	Kenadee O'Brien
RCOBE Director of Strategic Partnerships	Robert Lloyd
Department Chair/Administrative Assistant	Paul Nienkamp/Jodie Wear-Leiker (PHIL)
Department Chair/Administrative Assistant	Steve Sedbrook/Noel Sanderson (HHP)
	Anthony Fox (HHP)
Department Chair/Administrative Assistant	Eric Leuschner/Amy Richecky (ENG)
Cross Border Education Specialist	Sharon Graham (UNIV)
TS - Technology Services	Greg Grammon - Server
	Michael Leibold - Blackboard
GAISS - Global Affairs International Services	Haley Williams
	Phil Wittkorn
	Jadyn Snyder (faculty HR processes/visa/travel)
	Cassie Smith (admissions)
	Zoey Sneed
Registrar - Registrar's Office	Craig Karlin (Registrar)
	Becky Newel (Assistant Registrar)
	Sheila McGuire (Course Scheduling)
	Nikki Houchen (Degree Analyst/Student Records)
	Tammy Winters (Grades/Course Registrations)
SFS - Student Fiscal Services	Dane Lonnon
	Lincoln Hector
Institutional Research and Eff.	Darren Stieben
TLC - The Language Company	Brenda Robati
Partner - Sias - Academics	Chu JinJin (Dean)
	Zheng Fei (Karl)
	Song Lingbo
	Jingqiu Pei (Rachel)
Partner - Sias - International Affairs	Yue Junliang (Julian)
	Fu Simin (Bailey)
	Tony Kong
	Sherry Ma
	Rhonda Desrochers