

**Fort Hays State University**  
**Cross-Border Sias Timeline - Spring 2026**  
**All Dates and Times are U.S. Central Time - zone**

**BOOKMARK THE TIMELINE - DO NOT DOWNLOAD AS DATES ARE SUBJECT TO CHANGE - Updated - 16-Jan-26**

Action Item	Weeks		Who		
	Deadlines	Lead	Support	Aware	
Pre - Spring Term					
Spring Hire Contracts	14-Jan-26	HR	Dept.	Faculty/GA	
Deadline for chairs/ICs to have FHSU Online Course Requests submitted to the Registrar	16-Jan-26	GA	IC	Partner	
Teaching Assignment entered and cross-checked in Workday for Spring 2026		IC	Registrar	BB	
Language proficiency status report	Monthly	ISS		Partner	
Spring 2026 Admissions	1-Feb-26				
Blackboard shells open to faculty for Spring 2026 (4 weeks prior to Spring term)	1-Feb-26	TS		Faculty	
Language proficiency status report (4 week prior)	1-Feb-26	ISS		Partner	
Admission and Transcript reports: Late Admits	9-Feb-26	Partner	Admissions	Admissions/ REG	
Final day to submit passing English Language Proficiency score (2 weeks prior)	16-Feb-26	ISS		Partner	
F26 Diplomas and Transcripts sent to Sias	18-Feb-26	Registrar	GA/Partner	Partner/GA	
Registration Reports and Templates to partner	20-Feb-26	GAISS	Partner		
Faculty arrive on campus(one week prior)	23-Feb-26	Faculty		Partner	
Registration Batch Load Roster (Wednesday)	25-Feb-26	Partner		Partner - GA	
Register Students (Pre-check-Workday registration-Blackboard load*) (Friday)	27-Feb-26	GA	IA Registrar	TS	
<b>Week 1 (Sias)</b>	<b>March 2 - March March 6</b>				
<b>Classes Begin (Monday)</b>	<b>March</b>			<b>Faculty - Students</b>	
Registration Batch Load Roster (first roster update by Monday)		Partner	GA	Registrar-TS	
Registration at partner school		Partner			
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	
Issue Pathway Scholarships for the previous year scholarship recipients		Presidents Offi	GA/Partner	Partner	
Intent to Return Letter		Jeni		Faculty	
<b>Week 2 (Sias)</b>	<b>March 9 - March 13</b>				
Registration Batch Load Roster (final update by Thursday)		Partner	GA	Registrar - TS	
Final week to register for classes					
ASC and CbyD - list of courses and faculty with contact information (Thursday)		Partner	GA	IC	
<b>Full refund period ends for students to drop courses</b>				<b>Partner - SFS</b>	
<b>Week 3 (Sias)</b>	<b>March 16 - March 20</b>				

Enrollment Projections for Fall 2026 Provided to FHSU	Partner	GA	Partner - GA - IC
<b>Week 4 (Sias)</b>	<b>March 23 - March 27</b>		
Inform faculty if the student dropped/withdrew after 4 weeks	GA		Faculty
Edward Hammond - Scholarships - determine KIS recipient	GA		Partner
SFS begins invoicing process	SFS		SFS - Partner
Tassels for Graduation ( <i>request number needed for commencement</i> )	Registrar		Partner
<b>Week 5 (Sias)</b>	<b>March 30 - April 3</b>		
Admission Templates for Fall 2026	ISS		Partner
Fall 2026 Projections	IC	GA	Partner
<b>Week 6 (Sias)</b>	<b>April 6 - April 10</b>		
Final Invoice Processed - Wiring of Payment Begins	SFS		Partner
Textbook List (reviewed and confirmed for Fall 2026)	IC	GA	Partner
Re-evaluate all current stipends and contracts for cross-border	GA		Faculty
Re-evaluate/Renew Contingent teaching contracts for cross-border	Jeni		Faculty
Initiate Intent to Return Process	Chairs/Dept.	Faculty	HR/GA
<b>Week 7 (Sias)</b>	<b>April 13 - April 17</b>		
FHSU Returning Faculty begin Residence Renewal Process at Partner School	Faculty		Partner
ASC/CbyD Review by Academic Department	Partner		IC
Faculty (requested to return) confirm plans to return	Faculty	Chairs/Dept.	HR/GA
<b>Week 8 (Sias)</b>	<b>April 20 - April 24</b>		
Draft Contract for next AY	Jeni/OIA		Faculty
University Counsel MOA Cover Sheet/Contract Review	Jeni/OIA		Faculty
Teaching Assignments for Fall 2026 - initial	IC	GA	Partner
Admission for Fall 2026 applicants	Partner	IA	GA
<b>Week 9 (Sias)</b>	<b>April 27 - May 1</b>		
<b>Week 10 (Sias)</b>	<b>May 4 - May 8</b>		
Calendar for Fall 2026 Posted	GA		Partner
<b>Week 11 (Sias)</b>	<b>May 11 - May 15</b>		
Next AY Sias/SNU Contract Draft	Jeni		Faculty
<b>Last day to Withdraw with "W" on transcript, no refund</b>			<b>Students - Registrar</b>
<b>Week 12 (Sias)</b>	<b>May 18 - May 22</b>		
<b>Week 13 (Sias)</b>	<b>May 25 - May 29</b>		
Teaching Assignments for Fall 2026 - Final	IC	GA	Partner
Sias Homecoming	FHSU		Admin

Graduation Ceremony - FHSU Delegation		FHSU		Admin
Week 14 (Sias)	June 1 - June 5			
Student Evaluations Open (two weeks before finals)				IEQI
Week 15 (Sias)	June 8 - June 12			
Last Day of Regular Classes				Faculty
Week 16 (Sias)	June 15 - June 19			
Final Exams				Faculty
Student Evaluations of courses close				IREF
<b>Post Term</b>				
FHSU faculty submit final grades to FHSU Registrar	June 22, 2026			Faculty
Report ran to determine missing final grades		GA		IC
Faculty Return Stipend (upon all final grades)	June 22 - June 26	GA	HR	Faculty
Faculty Referral Program Stipend Issued				
Partner Transcripts: Final additions or changes for Spring 2026 graduates		Partner		Registrar
Spring 2026 grade report available in Workday				Workday
Grades available on the IP Portal				Portal
Probation, Suspension and Dismissal Report and Letters Shipped	June 29 - July 3	AACE	GA	Partner
Diplomas and transcripts of students graduating Spring 2026 shipped		FHSU	Registrar	GA
ASC - CbyD Grades sent to FHSU load in Workday		Partner	Registrar	GA
<b>Pre-Fall Term</b>				
Teaching Assignments entered and cross-checked in Workday for Fall 2026		IC	Registrar	BB
Blackboard shells open to faculty for Fall 2026 (4 weeks prior to Fall term)		Registrar	BB	Faculty
Admission and Transcript reports: Late Admits		Partner		IA
Professional Development Week: IBTSS Conference in Cambodia	August 1-7, 2026			
<b>Fall Term 2026</b>				
<b>TENTATIVE Dates</b>				FHSU-Partner

**FHSU University Breaks and Holidays**

Martin Luther King Holiday	19-Jan-26
Spring Break - University Holiday	March 16-20, 2026
Memorial Day	25-May-26

**Chinese Holidays**

Chinese New Year	Feb 16 - 23
Tomb- Sweeping Day	4-Apr-26

Labor Day	1-May-26
Dragon Boat Festival	19-Jun-26

**Notes:**  
 Workday to Blackboard Integration runs three times daily (5p, 6p, 7p Central Time)  
 Global Blackboard: <https://globalbb.fhsu.edu/>

<b>Academic and Operational Team</b>	
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) Damian Win (academic operations)
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 (Baily) Tony Kong Sherry Ma Rhonda Desrochers