

Fort Hays State University
Cross-Border (SNU) Timeline Fall 2023
All Dates and Times are U.S. Central Time-zone

BOOKMARK THE TIMELINE - DO NOT DOWNLOAD AS DATES ARE SUBJECT TO CHANGE - Updated 09.13.23

Action Item	SNU	Who		
		Lead	Support	Aware
Pre-term				
Deadline for chairs/ICs to have FHSU Online Course Requests submitted to the Registrar	21-Jul	GA	IC	Partner
FHSU Faculty Appointment Forms - New Hires	10-Aug	HR		Faculty
FHSU Faculty Appointment Forms - Returning	13-Aug	HR		Faculty
Faculty Professional Development at FHSU- New/Returning	August 14 - August 18	GA	IC	
Registration Templates	10-Aug	GA	REG	Partner
Registration Batch Load Roster (Wednesday)		Partner	REG	GA
Register Students (Pre-check-Workday registration-Blackboard load*) (Friday)		GA	IA	Registrar - TS
Final day to Submit Language proficiency score	21-Aug	Students	HLI	ISS
Language proficiency status report	28-Aug	ISS	REG	Partner
Faculty arrive on campus		Faculty		
Week 1	September 4 - September 8			
Classes Begin (Monday)	Monday, September 4	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		Partner	GA	IC/REG
Registration Batch Load Roster (second roster update by Thursday)		Partner	REG	
Week 2	September 11 - September 15			
Registration Batch Load Roster (final update by Thursday)		Partner	REG	Partner
ASC and CbyD - list of courses and faculty with contact information		Partner	GA	IC
Full refund period ends for students to drop courses	Friday, September 15			Students
Week 3	September 18 - September 23			
HLI Test	September 23			
Enrollment Projections for Spring 2024 Provided to FHSU				Partner
Application for Completion (Intent to Graduate) for F23 sent to REG		Partner	REG	
Week 4	September 25 - September 29			
SFS begins invoicing process			SFS	Partner
Tentative Holiday Break - October 2-6				
Week 5	October 9 - October 13			
Spring 2024 Projections Finalized		IC	GA	Partner
Week 6	October 16 - October 21			
HLI Test	October 21			
Final Invoice Processed - Wiring of Payment Begins		Partner		SFS
Textbook List (reviewed and confirmed for Spring 2024)		GA	IC	Partner
Week 7	October 23 - October 27			
ASC/CbyD Review by Academic Department		IC		Partner/REG
Week 8	October 30 - November 3			
Teaching Assignments for Spring 2024 - initial		GA	IC	Partner
Week 9	November 6 - November 10			
Week 10	November 13 - November 17			
Timeline for Spring 2024 posted		GA	REG	
Week 11	November 20 - November 24			
Last day to Withdraw with "W" on transcript, no refund (Friday)				Students
Week 12	November 27 - December 1			
Teaching Schedule for Spring 2024		Partner		GA
Application of Completion (Intent to Graduate) list to Registrar office for students expecting to graduate in June 2024		Partner	REG	
Partners send official transcripts to FHSU Registrar for students to be admitted for Spring 2024 semester		Partner	REG	
Week 13	December 4 - December 9			
HLI Test	December 9			
Teaching Assignments for Spring 2024 - Final		IC	GA	Partner
Partner Transcripts: 6th semester IP Transcript sent to Registrar's office		Partner	REG	
Week 14	December 11 - December 15			
Student Evaluations Open (two weeks before finals)		TS		
Week 15	December 18 - December 22			
Last week of Classes				
FHSU Faculty Depart from Partner Schools	December 22			
Student Evaluations of courses close		TS		Students
Post Term				
FHSU faculty submit final grades to FHSU Registrar	Tuesday January 8, 2024	Faculty	REG	Faculty, GA
Partner Transcripts: Final additions or changes for Fall 2023 graduates		Partner	REG	

Partner Transcripts: 7th Semester Transcripts for Spring 2024 graduates	Mid-Jan	Partner	REG	
Report ran to determine missing final grades		GA		IC
Fall 2023 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/REG
Diplomas and transcripts of students graduating Fall 2023 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 2024		IC	Registrar	BB
Blackboard shells open to faculty for Spring 2024 (4 weeks prior to Spring term)		TS		Faculty
Admission and Transcript reports: Late Admits		Partner	Admissions/REG	Admissions/REG
Deadline for chairs/ICs to have FHSU Online Course Requests submitted to the Registrar - New Process	19-Jan	GA	IC	Partner
Spring24 Term				
TENTATIVE Start Dates				

FHSU University Breaks and Holidays

9/4/2023	Labor Day
11/22/2023 - 11/26/2023	Thanks giving Break
12/25/2023 - 1/1/2023	Winter Break - University Closed

Chinese Holidays

September-29-2023	Mid-autumn Festival
October-6-2023	National Holiday
January-1-2024	New Year's Day

Notes:

Integration runs three times daily (5p, 6p, 7p Central Time)
 Blackboard (China Server)
<https://fhsu.blackboardchina.cn/>

Operational Team:	
Academic Administration	Jeni McRay
Academic Advising	Patricia Griffin
Faculty	FHSU International Faculty
HR - Human Resources	Shannon Lindsey
IA - International Admissions	Cassie Smith
IC - International Coordinators	Robert Lloyd (RCoBE)
IC - International Coordinators	Kaley Klaus (LDRS, HHP, PHIL, UNIV)
IC - International Coordinators	Eric Leuschner and Sharon Graham (ENG)
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 Yang) Daisy (Qi Dongyan)
Associate Vice President for Student Affairs	Dennis King