

Fort Hays State University  
Cross-Border (SNU) Timeline Fall 2025  
All Dates and Times are U.S. Central Time-zone

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

| Action Item                                                                        | SNU                  | 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                          | Chairs     | Partner        |
| Language proficiency status report (4 weeks prior)                                 | 5-Aug                | Students                    | HLI        | IA             |
| Registration Templates                                                             | 11-Aug               | GA                          | REG        | Partner        |
| Teaching Assignments entered and cross-checked in Workday for fall 2025            |                      | Chairs                      | Registrar  | BB             |
| FHSU Faculty Appointment Forms - New Hires                                         | 11-Aug               | HR                          |            | Faculty        |
| FHSU Faculty Appointment Forms – Returning                                         | 11-Aug               | HR                          |            | Faculty        |
| Faculty Professional Development at FHSU- New/Returning                            | 11 - 15 Aug          | GA                          | Chairs     |                |
| Admission and Transcript reports: Late Admits Deadline (3 weeks prior)             | 11-Aug               | Partner                     | Admissions | REG            |
| 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)       | 30-Aug               | GA                          |            | Registrar - TS |
| Faculty arrive on campus                                                           |                      | Faculty                     |            | Partner        |
| 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         | IC/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         | IC             |
| 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 - No dates yet                                                                                       |        |         |        |             |
| Week 4September 22 - September 26                                                                                              |        |         |        |             |
| Inform faculty if the student dropped/withdrew after 4 weeks                                                                   |        | GA      |        | Faculty     |
| SFS begins invoicing process                                                                                                   |        |         | SFS    | Partner     |
| Week 5September 29 - October 3                                                                                                 |        |         |        |             |
| Tentative Holiday Break - No dates yet                                                                                         |        |         |        |             |
| Spring 2026 Projections Finalized                                                                                              |        | Chairs  | GA     | Partner     |
| Week 6October 6 - October 10                                                                                                   |        |         |        |             |
| Final Invoice Processed - Wiring of Payment Begins                                                                             |        | Partner |        | SFS         |
| Textbook List (reviewed and confirmed for Spring 2026)                                                                         |        | GA      | Chairs | Partner     |
| HLI - Test                                                                                                                     | 11-Oct |         |        |             |
| Week 7October 13 - October 17                                                                                                  |        |         |        |             |
| ASC/CbyD Review by Academic Department                                                                                         |        | Chairs  |        | Partner/REG |
| Week 8October 20 - October 24                                                                                                  |        |         |        |             |
| Teaching Assignments for Spring 2026 - initial                                                                                 |        | GA      | Chairs | Partner     |
| Week 9October 27 - October 31                                                                                                  |        |         |        |             |
|                                                                                                                                |        |         |        |             |
| Week 10November 3 - November 7                                                                                                 |        |         |        |             |
| Timeline for Spring 2026 posted                                                                                                |        | GA      | REG    |             |
| Week 11November 10 - Noveember 14                                                                                              |        |         |        |             |
| Last day to Withdraw with "W" on transcript, no refund (Friday)                                                                |        |         |        | Students    |
| Week 12November 17 - November 21                                                                                               |        |         |        |             |
| Teaching Schedule for Spring 2026                                                                                              |        | Partner |        | GA          |
| Application of Completion (Intent to Graduate) list sent to Registrar office for students expecting to graduate in Spring 2025 |        | Partner | REG    |             |
| Partners send official transcripts to FHSU Registrar for students to be admitted for Spring 2026 semester                      |        | Partner | REG    |             |
| HLI - Test                                                                                                                     | 22-Nov |         |        |             |
| Week 13November 24 - November 28                                                                                               |        |         |        |             |
| Teaching Assignments for Spring 2026 - Final                                                                                   |        | Chairs  | GA     | Partner     |
| Partner Transcripts: 6th semester IP Transcript sent to Registrar's office                                                     |        | Partner | REG    |             |
| Partner Transcripts: Final additions or changes for Fall 2025 graduates                                                        |        | Partner | REG    |             |
| Week 14December 5 - December 5                                                                                                 |        |         |        |             |
| Student Evaluations Open (two weeks before finals)                                                                             |        | TS      |        |             |
| Week 15December 8 - December 12                                                                                                |        |         |        |             |
|                                                                                                                                |        |         |        |             |
| Week 16December 15 - December 19                                                                                               |        |         |        |             |
| Last week of Classes                                                                                                           |        |         |        |             |

|                                                                                                  |                                  |                            |                |                |
|--------------------------------------------------------------------------------------------------|----------------------------------|----------------------------|----------------|----------------|
| Student Evaluations of courses close                                                             |                                  | TS                         |                | Students       |
| HLI - Test                                                                                       | 20-Dec                           |                            |                |                |
| Post Term                                                                                        |                                  |                            |                |                |
| FHSU faculty submit final grades to FHSU Registrar                                               | December 22                      | Faculty                    | REG            | Faculty, GA    |
| Partner Transcripts: 7th Semester Transcripts for Spring 2025 graduates                          | Mid-Jan                          | Partner                    | REG            |                |
| Report ran to determine missing final grades                                                     |                                  | GA                         |                | Chairs         |
| Fall 2025 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 2025 shipped to partners                    | Friday, Feb. 7th, 2026           | 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 2026                        |                                  | Chairs                     | Registrar      | BB             |
| 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/REG | Admissions/REG |
| Deadline for chairs to have FHSU Online Course Requests submitted to the Registrar - New Process | 19-Jan                           | GA                         | Chairs         | Partner        |
| Spring26 Term                                                                                    |                                  |                            |                |                |
| TENTATIVE Start Dates                                                                            | 2026                             |                            |                |                |
|                                                                                                  |                                  |                            |                |                |
| FHSU University Breaks and Holidays                                                              |                                  |                            |                |                |
| September-1-2025                                                                                 | Labor Day                        |                            |                |                |
| 11/24/2025 - 11/28/2025                                                                          | Thanks giving Break              |                            |                |                |
| 12/22/2024- 1/1/2026                                                                             | Winter Break - University Closed |                            |                |                |
| Chinese Holidays                                                                                 |                                  |                            |                |                |
| September-17-2025                                                                                | Mid-Autumn Festival              |                            |                |                |
| October 1-7-2025                                                                                 | National Holiday                 |                            |                |                |
| January-1-2025                                                                                   | New Year's Day                   |                            |                |                |
| Notes:                                                                                           |                                  |                            |                |                |
| Integration runs three times daily (5p, 6p, 7p Central Time)                                     |                                  |                            |                |                |
| Blackboard (Singapore Server)                                                                    |                                  | https://globalbb.fhsu.edu/ |                |                |
| Operational Team:                                                                                |                                  |                            |                |                |
| Academic Administration                                                                          | Jeni McRay                       |                            |                |                |
| GA - Global Affairs                                                                              | Haley Williams<br>Jadyn Snyder   |                            |                |                |

|                                                         |                                                    |
|---------------------------------------------------------|----------------------------------------------------|
| Associate Vice President for Student Affairs            | Pooja Mohan                                        |
| Academic Advising                                       | Dennis King                                        |
|                                                         | 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             | Eric Leuschner/Amy Richecky (ENG)                  |
| Departmental Chair/Administrative Assistant             | Paul Nienkamp/Jodie Leiker (PHIL)                  |
| Departmental Chair/Administrative Assistant             | Steve Sedbrook/Courtney Bartling/Anthony Fox (HHP) |
| Cross Border Education Specialist                       | Sharon Graham (UNIV)                               |
| Registrar - Registrar's Office                          | Michael Leibold - Blackboard                       |
|                                                         | 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)                                 |