

Fort Hays State University
Cross-Border SNU 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 - 24-Jan-26

Action Item	Weeks	Who		
Pre - Spring Term	Deadlines	Lead	Support	Aware
F26 Diplomas and Transcripts sent to SNU	20-Feb-26	Registrar	Partner/GA	Partner/GA
Spring Hire Contract	14-Jan-26			
Deadline for chairs/ICs to have FHSU Online Course Requests submitted to the Registrar	16-Jan-26	GA	IC	Partner
New Hire - Faculty Professional Development at FHSU		FHSU		All
Teaching Assignment entered and cross-checked in Workday for Spring 2026		IC	Registrar	BB
Language proficiency status report (8 weeks prior)	12-Jan-26			
Spring 2026 Admissions	9-Jan-26			
Blackboard shells open to faculty for Spring 2026 (4 weeks prior to Spring term)	9-Jan-26			Faculty
Language proficiency status report (4 week prior)	9-Feb-26			Faculty
Admission and Transcript reports: Late Admits	16-Feb-26	Partner	Admissions	Admissions/ REG
Final day to submit passing English Language Proficiency score (2 weeks prior)	23-Feb-26			
Registration Reports and Templates to partner	27-Feb-26	GA		Partner
Faculty arrive on campus(one week prior)	2-Mar-26	Faculty		Partner
Registration Batch Load Roster (Wednesday)	4-Mar-26	Partner		GA
Register Students (Pre-check-Workday registration-Blackboard load*) (Friday)	6-Mar-26	GA	Registrar	TS
Week 1 (SNU)	March 9 - March 13			
Classes Begin (Monday)	9-Mar		Faculty - Students	
Registration at partner school				Partner
Registration Batch Load Roster (first roster update by Monday)		Partner	GA	Registrar-TS
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
Week 2 (SNU)	March 16 - March 20			
Registration Batch Load Roster (final update by Thursday)		Partner	GA	Registrar - TS
ASC and CbyD - list of courses and faculty with contact information (Thursday)		Partner	GA	IC
Full refund period ends for students to drop courses(Final week to register for the course)		Partner		SFS
Week 3 (SNU)	March 23 - March 27			
Enrollment Projections for Fall 2026 Provided to FHSU		Partner	GA	IC

Week 4 (SNU)	March 30 - April 3			
SFS begins invoicing process		SFS		Partner
Week 5 (SNU)	April 6 - April 10			
Admission Templates for fall 2026		ISS		Partner
Fall 2026 Projections Finalized		IC	GA	Partner
Week 6 (SNU)	April 13 - April 17			
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
Week 7 (SNU)	April 20 - April 24			
Intent to Return Letter		Jeni		Faculty
FHSU Returning Faculty begin Residence Renewal Process at Partner School		Faculty		Partner
ASC/CbyD Review by Academic Department		Partner		IC
Oral English Interview Dates Deteremined for Fall In-Take		Partner		GA
Week 8 (SNU)	April 27 - May 1			
Draft Contract for next AY		Jeni		Faculty
University Counsel MOA Cover Sheet/Contract Review		Jeni		Faculty
Final Transcript graduating Spring 2026	May 1	SNU		Registrar
Teaching Assignments for Fall 2026 - initial		IC	GA	Partner
Admission for Fall 2026 applicants	May 1	Partner	IA	GA
Week 9 (SNU)	May 4 - May 8			
Week 10 (SNU)	May 11 - May 15			
Calendar for Fall 2026 posted		GA		Partner
Week 11 (SNU)	May 18 - May 22			
Next AY Sias/SNU Contract Draft		Jeni		Faculty
Graduation Ceremony - FHSU Delegation	20-May	FHSU		Admin
Last day to Withdraw with "W" on transcript, no refund		Student		Registrar
Week 12 (SNU)	May 25 - May 29			
Week 13 (SNU)	June 1 - June 5			
Teaching Assignments for Fall 2026 - Final		IC	GA	Partner
Week 14 (SNU)	June 8 - June 12			
Student Evaluations Open (two weeks before finals)				IREF
Week 15 (SNU)	June 15 - June 19			

Last Day of Regular Classes		Faculty		
Week 16 (SNU)	June 22 - June 26			
Final Exams		Faculty		Faculty
Student Evaluations of courses close				IREF
Post Term				
FHSU faculty submit final grades to FHSU Registrar	22-Jun			Faculty
Report ran to determine missing final grades		GA	IC	
ASC - CbyD Grades sent to FHSU load in Workday	Jul 14	Partner	Registrar	
Diploma and transcript of students graduating Spring 2026 shipped	1-Jul	Registrar	Partner/GA	Partner/GA
Faculty Return Stipend (upon all final grades)				
Faculty Referral Stipends Issued				
Partner Transcripts: Final additions or changes for Summer 2026 graduates	12-Jul	Partner	Registrar	
Spring 2026 grade report available in Workday				Workday
Grades available on the IP Portal	27-Jul			IP Portal
Diplomas and transcripts of students graduating Summer 2026 shipped	15-Aug	Registrar	Partner/GA	Partner/GA
Pre-Fall Term				
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	
Fall Term 2026				
TENTATIVE Dates				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/>

Academic and Operational Team

Academic Administration	Jeni McRay (at FHSU)
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 - SNU - Academics	Steven (Yuzhou Cai) Yolanda (Jing Yang) Daisy (Qi Dongyan)