

Fort Hays State University
 Cross-Border Sias Timeline Spring 2024
 All Dates and Times are U.S. Central Time - zone

BOOKMARK THE TIMELINE - DO NOT DOWNLOAD AS DATES ARE SUBJECT TO CHANGE - Updated - 11/14/2023

Action Item	Sias	Wh	
Pre - Spring Term		Lead	Support
Spring Hire Contract	Jan-21		
Deadline for chairs/ICs to have FHSU Online Course Requests submitted to the Registrar	Jan-24	GA	IC
New Hire - Faculty Professional Development at FHSU	Jan 22 - 25	FHSU	
Teaching Assignment entered and cross-checked in Workday for Spring 2024		IC	Registrar
Spring 2024 Admissions			
Blackboard shells open to faculty for Spring 2024 (4 weeks prior to Spring term)	Feb-4	TS	
Language proficiency status report (8 weeks prior)	Feb-28	ISS	
Language proficiency status report (4 week prior)	Feb-4	ISS	
Admission and Transcript reports: Late Admits	Feb-12	Partner	Admissions
Registration Reports and Templates to partner	Feb-23	Faculty	
Registration Batch Load Roster (Wednesday)	Feb-28	Partner	
Faculty arrive on campus(one week prior)	Feb-28	Faculty	
Final day to Submit Language proficiency score(7 days prior)	Feb-28	ISS	
Register Students (Pre-check-Workday registration-Blackboard load*) (Friday)	March-1	GA	IA Registrar
Week 1 (Sias)	March 4 - March 8		
Classes Begin (Monday)	March 4		
Registration Batch Load Roster (first roster update by Monday)		Partner	GA
Registration at partner school		Partner	
Roster Discrepancy Check (Workday/Blackboard) (<i>ongoing first 10 days</i>)		Faculty	Partner
Full refund period for students to drop courses (<i>ongoing first 10 days</i>)		Partner	
ASC and CbyD - list of courses and faculty with contact information (Thursday)		Partner	GA
Registration Batch Load Roster (second roster update by Thursday)		Partner	GA
Week 2 (Sias)	March 11 - March 15		
Registration Batch Load Roster (final update by Thursday)		Partner	GA
Final week to register for classes			
ASC and CbyD - list of courses and faculty with contact information (Thursday)		Partner	GA
Full refund period ends for students to drop courses	March 17		
Week 3 (Sias)	March 18 - March 22		
Enrollment Projections for Fall 2024 Provided to FHSU		Partner	GA
Week 4 (Sias)	March 25 - March 29		
SFS begins invoicing process		SFS	
Week 5 (Sias)	April 1 - April 5		
Admission Templates for Fall 2024		ISS	
Fall 2024 Projections		IC	GA
Week 6 (Sias)	April 8 - April 12		
Final Invoice Processed - Wiring of Payment Begins		SFS	

Textbook List (reviewed and confirmed for Fall 2024)		IC	GA
Re-evaluate all current stipends and contracts for cross-border		GA	
Week 7 (Sias)	April 15 - April 19		
Intent to Return Letter		Jeni	
FHSU Returning Faculty begin Residence Renewal Process at Partner School		Faculty	
ASC/CbyD Review by Academic Department		Partner	
Week 8 (Sias)	April 22 - April 26		
First 8 week classes end	April-26		
Draft Contract for next AY		Jeni	
University Counsel MOA Cover Sheet/Contract Review		Jeni	
Teaching Assignments for Fall 2024 - initial		IC	GA
Admission for Fall 2024 applicants		Partner	IA
Week 9 (Sias)	April 29 - May 3		
First 8 week Grade due	April-29		
Week 10 (Sias)	May 6 - May 10		
Calendar for Fall 2024 posted		GA	
Week 11 (Sias)	May 13 - May 17		
Next AY Sias/SNU Contract Draft		Jeni	
Last day to Withdraw with "W" on transcript, no refund			
Week 12 (Sias)	May 20 - May 24		
Application of Completion (Intent to Graduate) list sent to Registrar office for students expecting to graduate		Partner	
Week 13 (Sias)	May 27 - May 31		
Teaching Assignments for Fall 2024 - Final		IC	GA
Sias Homecoming	June 1-2	FHSU	
Graduation Ceremony - FHSU Delegation	June 2	FHSU	
Week 14 (Sias)	June 3 - June 7		
Student Evaluations Open (two weeks before finals)			
Week 15 (Sias)	June 10 - June 14		
Last Day of Regular Classes	June 14		
Week 16 (Sias)	June 17 - June 21		
Final Exams	June 17 - June 21		
Student Evaluations of courses close			
Post Term			
FHSU faculty submit final grades to FHSU Registrar	June 26		
Faculty Return Stipend (upon all final grades)		GA	HR
Partner Transcripts: Final additions or changes for Spring 2024 graduates	July-8	Partner	
Report ran to determine missing final grades		GA	
Spring 2024 grade report available in Workday			
Grades available on the IP Portal	June-29		
Probation, Suspension and Dismissal Report and Letters Shipped	July-14	AACE	GA
Diplomas and transcripts of students graduating Spring 2024 shipped	July-12	FHSU	Registrar
ASC - CbyD Grades sent to FHSU load in Workday	July-14	Partner	
Pre-Fall Term			

Teaching Assignments entered and cross-checked in Workday for Fall 2024		IC	Registrar
Blackboard shells open to faculty for Fall 2024 (4 weeks prior to Fall term)		Registrar	BB
Admission and Transcript reports: Late Admits		Partner	

Fall Term 2024

TENTATIVE Dates

FHSU University Breaks and Holidays

Martin Luther King Holiday	January 15, 2024
Spring Break - University Holiday	March 11-15, 2024
Memorial Day	May 27, 2024

Chinese Holidays

Tomb- Sweeping Day	April 4, 2024
Labor Day	May 1-5, 2024
Dragon Boat Festival	June 8-10, 2024

Notes:

Integration runs three times daily (5p, 6p, 7p Central Time)
 IP Portal <https://webapps.fhsu.edu/IPStudentPortal/default>

Operational Team

Academic Administration	Jeni McRay
Academic Advising	Patricia Griffin
Faculty	FHSU International Faculty
HR - Human Resources	Shannon Lindsey
IA - International Admissions	Cassie Smith
Departmental Chair/Administrative Assistant	Robert Lloyd/Deserae Schluckebier (RCoBE)
Departmental Chair/Administrative Assistant	Brett Whitaker/Jackie Gottschalk (LDRS)
Departmental Chair/Administrative Assistant	Paul Nienkamp/Jodie Leiker (PHIL)
Departmental Chair/Administrative Assistant	Steve Sedbrook/McKayla Berg (HHP)
Departmental Chair/Administrative Assistant	Eric Leuschner/Amy Richecky (ENG)
Cross Border Education Specialist	Sharon Graham (UNIV)
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 - Sias- KIS (Kansas International School)	Matt Schenk, Zheng Fai(Karl), Jing Wang(Jane), Song Ling Bo, Jingqiu Pei(Rachel)
Associate Vice President for Student Affair	Dennis King

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Aware
Partner
All
BB
Faculty
Partner
Partner
Admissions/ REG
Partner - GA
Partner
Partner
TS
Faculty - Students
Registrar-TS
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IC
Registrar - TS
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Workday
Portal
Partner
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BB
Faculty
IA
FHSU-Partner