

UW-Extension Flex Check-In Frequently Asked Questions

How will I know how to complete a FCI?

Specific directions on how to complete the Flex Check-In are included in the content area in each project (or 'competency set' for any work you are completing through UW Milwaukee). Once you have navigated to the content page, you will find the Flex Check-in module, readily visible. There, you will be provided with instructions and will be able to link to the online Flex Check-In activity. Find the month and date range when you added your project. In the right column, you are then provided with what is required and when.

If I add a project after the 10th day of my subscription period, am I still required to complete a Flex Check-In for it?

You are required to submit an FCI for each project in which you enroll, with two exceptions. If you add a project late in your subscription period, or if you complete a project before the end of your subscription period, you may not be required to submit an FCI. The specific month and day on which you add or complete your project will determine when an FCI must be submitted. Please refer to [Table 1](#) to determine if and when an FCI is required. Find the month and date range when you added your project. In the right column, you are provided with what is required and when.

I added a project in the second month of my subscription period. When is my FCI due?

Your FCI for a project added within the first 10 calendar days of the second or third month must be completed by the end of the 10th day of that month. An FCI for a project added on the 11th calendar day through the end of the second month will be completed within the first 10 days of the following (3rd) month. An FCI is not required for projects added later in month 3. Refer to [Table 1](#) for specific information.

I completed a project but earned a PR (in-progress mark). I am going to reenroll in the project to continue my work. Do I need to do another FCI if I already did one for this project?

Yes. FCIs must be completed for each project every time you enroll in it. You may see your Flex Check-In questions and responses submitted in your previous subscription period in the FCI module (located in the content area) and can refer to what you wrote and reflect on your progress, but it is *important that you submit a new monthly FCI for each project in each subscription period.*

Note: In some cases, the questions that you respond to in your second subscription period of enrollment in that same project may be identical to those you responded to previously. *You must still respond again, even if the questions do not differ from before.*

What happens if I don't complete the FCI for a project?

If you do not complete an FCI for any project in which you were enrolled prior to the 10th day of the subscription period, you will be administratively dropped from that competency set. If it is the only project in which you are enrolled, you will be administratively withdrawn from UW Flexible Option. A

\$50 withdrawal fee will apply. Should you wish to reenroll in UW Flex, you may do so in the following month, provided the \$50 fee has been paid and you have discussed your plans with your ASC.

If you do not complete subsequent FCIs during your subscription period, no administrative action will be taken at this time. However, it is to your advantage and benefit that you complete all required activities; your faculty expect each required FCI to be submitted.

If I enroll in a project but don't intend to start working on it right away, do I still need to complete a FCI?

Yes, you must complete a FCI for each project in which you are enrolled, even if you don't intend to start working on the material right away. Refer to [Table 1](#) for specific information on what is required and corresponding due dates.

I am enrolled in projects with UW-Extension and competency sets offered through UW-Milwaukee (formerly offered by UW Colleges). Do I need to complete a FCI for my UW-Milwaukee competency sets too?

Yes, you are required to complete monthly Flex Check-Ins for each project and competency set in which you are enrolled, regardless of whether it is being offered by UW-Extension or UW-Milwaukee.

If my professor doesn't respond to my FCI right away, does it still "count"?

Yes. Faculty feedback is important, however the date on which you submitted your FCI is the date used to determine whether you have met the 10-day deadline.

My professor doesn't feel my FCI is appropriate and provided feedback that suggested I re-do it. Am I required to do so?

Faculty feedback can be extremely helpful. If you receive such feedback, heed their advice and modify your FCI. Your FCI will not be marked as complete until the faculty determines it is sufficient.

If my instructor asks me to redo my FCI, how does this count against the 10-day deadline for completion?

For the purposes of meeting the 10-day deadline, the date you first submitted your FCI will be used to determine if the deadline was met.

If I submit other required work or complete an assessment within the first 10 days of the subscription period before the FCI is due, do I still need to complete the FCI?

Yes. The Flex Check-In is a required activity, regardless of other submitted work.

If I complete my project before the end of the subscription period and before the next Flex Check-In question is due, do I still need to complete the next monthly FCI?

Once you have completed your project, you will not need to complete any subsequent Flex Check-Ins that may remain. For example, if you enroll in a January subscription period and complete your project on February 20th, you do not need to submit an FCI in March.

There is one exception: If you complete your project within the first 10 days of your subscription period, you must still complete an FCI for that project by the 10th day deadline.

If I complete my project within the first 10 days of my subscription period, do I still need to complete a Flex Check-In activity?

Yes. The FCI is a required monthly activity. During the first 10 days of your subscription period, you must complete an FCI for any project or competency set in which you are enrolled, even if you complete that project before the end of the 10th day.

If I am enrolled in several projects and am dropped from one of my projects for not completing the FCI, may I enroll in a different project?

Yes. While you may not re-enroll in the project that was dropped, you are welcome to add a different project, so long as you still have enrollment in at least one other project or competency set, and have discussed your plans with your ASC.

If I am dropped from all of my projects for not completing the FCIs, may I enroll in other projects?

No. If you are dropped from all projects and competency sets, you will be administratively withdrawn from UW Flexible Option. A \$50 withdrawal fee will apply. You may choose to reenroll in the following month, provided you have paid this fee. Your ASC can provide information on this process.