

UW-Milwaukee (and former UW Colleges) Flex Check-In Frequently Asked Questions

How will I know how to complete a Flex Check-In?

Specific directions on how to complete the Flex Check-In are included in the content area in each competency set. 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.

If I add a competency set 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 competency set in which you enroll, with two exceptions. If you add a competency set late in your subscription period, or if you complete a competency set 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 competency set 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 competency set. In the right column, you are provided with what is required and when.

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

Your FCI for a competency set 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 competency set 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 competency sets added later in month 3. Refer to [Table 1](#) for specific information.

I completed a competency set but earned a PR (in-progress grade). I am going to reenroll in the competency set. Do I need to complete another FCI if I already did one for this competency set?

Yes. New monthly FCIs must be completed for each competency set every time you enroll in it.

Note: In some cases, the questions that you respond to in your second subscription period of enrollment in that same competency set 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 competency set?

If you do not complete an FCI for any competency set 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 competency set 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 competency set but don't intend to start working on it right away, do I still need to complete an FCI?

Yes, you must complete an FCI for each competency set 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.

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 competency set 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 competency set, 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 competency set on February 20th, you do not need to submit an FCI in March.

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 an All You Can Learn student who is dropped from one of my competency sets for not completing the FCI, will my tuition be reduced?

No. Tuition is set based on your status at the end of the 10th day of the subscription period. However, because your status will remain as AYCL, you are eligible to add another competency set in place of the one from which you were administratively dropped. You may not re-add the same competency set that was dropped. It is important that you discuss your plans with your ASC.

If I am an All You Can Learn (AYCL) student who is dropped from one of my competency sets for not completing the FCI, may I enroll in a different competency set?

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

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

No. If you are dropped from all 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.