Intensive Course Registration

Guide
1. Log into the university system InSIS

- Log in to the Personal administration of InSIS
- First log in to InSIS instructions
- System integrators

Admission procedure
- Application form to study at VŠE
- Admission procedure results
- Course application
- Application to UBV

Information about VŠE
- Persons at VŠE
- Validity verification of identification cards
- Departments
- Thematic search
- Types of ID cards in use
- Public document server
2. Choose section “My College” and click on the “Student’s portal”
3. At the table you can see program of your study (*Z-EXC-*... for exchange students or *F-CEMS-*... for CEMS students). For extra-semestral course registration choose „EXTRA-SEM. COURSES“

<table>
<thead>
<tr>
<th>Choose</th>
<th>Faculty</th>
<th>Programme - Field of study</th>
<th>Progress of study</th>
<th>Register for examinations</th>
<th>Registration/Enrollment</th>
<th>Extra-sem. courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OZS REK</td>
<td><em>Z-EXC</em> Exchange Programmes Short Term Study Exchange Programme Bachelor [full-time]</td>
<td>enrolled</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. Choose courses from the list „EXTRA - SEMESTRAL COURSES YOU MAY ENROLL IN CURRENTLY” those you want to register.

Please, read carefully Note, there you will find indispensable information about the course (e.g. where and when is taught.)
5. Click on „ADD SELECTED COURSES“
6. Be careful, the number in bracket is showing Limit of the course

- E.g. Solving Managerial Problems by Using Soft and Hard Approaches -> 15 (12) means that 12 spots are available, so only 3 spots are full!

- This system (vice versa) works only in this case of Extra-semestral courses, so don’t get confused. Everywhere else, number in bracket means full spot.
7. After your registration the system shows you the list of intensive courses which you chose „CONFIRMED REGISTRATION OF EXTRA SEMESTRAL COURSES“

- If you want to delete some of them click on „REMOVE SELECTED COURSES“- but this is possible only to date which is noted at the column “REGISTRATION TILL“. 
In your schedule, the intensive course will have an appearance as grey rectangle named Block class.
Also, an intensive course can look like a light blue rectangle, but you will recognize it with help of Notes below your schedule.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Lecture</th>
<th>Seminar</th>
<th>Block Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>09:00</td>
<td>NS 474</td>
<td>201441 Intercultural Communication for Managers - in English (H)</td>
<td>Notes (1)</td>
</tr>
<tr>
<td>Tue</td>
<td>10:45</td>
<td>NB 455</td>
<td>28/277 Basic English for Students (K)</td>
<td>Notes (2)</td>
</tr>
<tr>
<td>Wed</td>
<td>12:30</td>
<td>NB 455</td>
<td>28/277 Basic English for Students (K)</td>
<td>Notes (3)</td>
</tr>
<tr>
<td>Thu</td>
<td>14:30</td>
<td>NB 457</td>
<td>46/1203 International Marketing for Exchange Students - in English (K)</td>
<td>Notes (4)</td>
</tr>
<tr>
<td>Fri</td>
<td>16:15</td>
<td>NB 457</td>
<td>46/1203 International Marketing for Exchange Students - in English (K)</td>
<td>Notes (5)</td>
</tr>
<tr>
<td>Sat</td>
<td>17:00</td>
<td>NB 457</td>
<td>46/1203 International Marketing for Exchange Students - in English (K)</td>
<td>Notes (6)</td>
</tr>
</tbody>
</table>

Key:
- Lecture
- Seminar
- Block Class

Notes:
1. [Note1]: [Details of Note 1]
2. [Note2]: [Details of Note 2]
3. [Note3]: [Details of Note 3]
4. [Note4]: [Details of Note 4]
Be careful when planning intensive courses!

- Exchange students are only allowed to take a maximum of 2 intensive courses per semester
- You should manage your registration of the intensive courses carefully - it is very likely that an intensive course will overlap with another regular course
- If you are going to be absent in a regular course, you should let the respective lecturer know beforehand. Usually in the regular course, there are 1-2 absences possible - always check with your lecturer first!
- Please refer here to get more information about intensive courses