Intensive Course Registration

Guide
1. Log into the university system **InSIS**

**Personal administration**
- 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 UŘV

**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 studies“ 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>OZS REK</td>
<td></td>
<td>Z-EXC Exchange Programmes Short Term Study Exchange Programme Bachelor [full-time]</td>
<td>enrolled</td>
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4. From the list „EXTRA - SEMESTRAL COURSES YOU MAY ENROLL IN CURRENTLY” choose intensive courses, which 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 \( \rightarrow \) 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.

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<th>Day</th>
<th>08:15</th>
<th>09:15</th>
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Key:
- lecture
- seminar
- block class

Notes:
1. Intensive course at 10:00 on 22.4.2015: Intercultural Communication for Managers (in English) by Z. Novák.
2. Course at 11:00 on 23.4.2015: International Marketing for exchange students by H. Žumyaková.
3. Course at 12:00 on 24.4.2015: International Negotiation (in English) by H. Žumyaková.
4. Course at 13:00 on 25.4.2015: Block class (1).