

Regular Course Registration

Guide

What is pre-registration?

- ▶ There is a **difference** between the pre-registration and the actual enrollment in the course.
- ▶ The system of course pre-registrations is, in a way, a market research performed by the departments that offer the courses. The intent is to discover the **demand for courses** and determine whether increase or reduce the number of opened seminars.
- ▶ However, the pre-registration is **compulsory** and if you do not pre-register any courses, the university cannot guarantee that you will be able to enroll any.
- ▶ After the period of pre-registrations, an **automated enrollment** occurs. **You will be enrolled to the courses you have pre-registered, provided there was enough capacity.**
- ▶ In case you were **not enrolled** in a course you pre-registered, try to **choose a different time of the course**, enroll a **different course** or **wait to see if someone decides to drop that course during the period of enrollment.**
- ▶ Please read the detailed description of the process including the timeline and deadlines of each part of the process on Exchange Office [website](#).

1. Log into the university system InSIS

 » Integrated Study Information System



Personal administration

- [Log in to the Personal administration of InSIS](#) • [First log in to InSIS instructions](#) • [System integrators](#)



Admission procedure

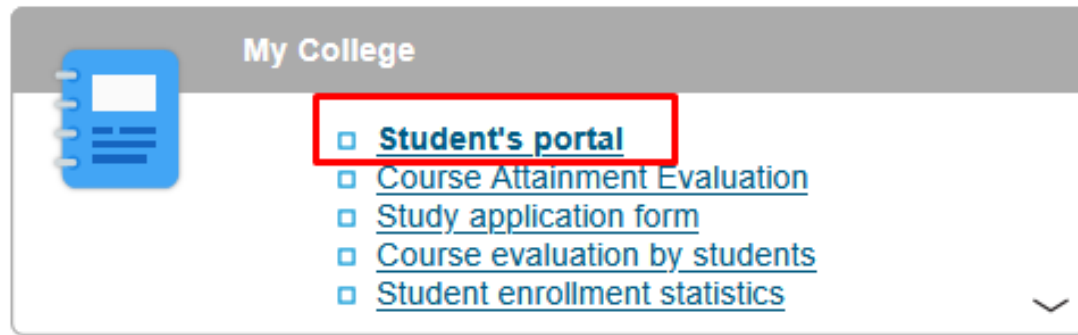
- [E-application form to study at VŠE](#) • [Admission procedure results](#) • [Pre-enrollment confirmation for application to study at VŠE](#)
- [Courses on offer](#) • [Application to U3V](#)



Information about VŠE

- [Persons at VŠE](#) • [Validity verification of identification cards](#) • [Departments](#) • [Thematic search](#) • [Identification cards in use](#)
- [Public document server](#)

2. Choose section “My College” and click on the “Student’s portal”



3. For registration choose “Registration/Enrollment”

- ▶ At this point, you will be able to pre-register both **regular** and **intensive courses** through this option

Choose	Faculty	Study	Progress of study	Register for examinations	Registration/ Enrollment	Extra-sem. courses
	OZS PZAH REK	Exchange Programmes Erasmus/LLP Bachelor full-time	enrolled			

4. Roll down to the end of the web page and click on the indicator

Groups of courses according to study plan

You can add courses through groups of courses in study plan.

Abbreviation	Name	Category	Choose
cZEXCB	Study Abroad Bachelor	1	

5. Click on the asterisk to see the whole list of courses that are offered to you under your level of studies (bachelor or master).

Courses in group cZEXCB

Displayed are only courses available in the academic period. Select the courses you wish to add and click on the Add selected courses button.

* | **A** | B | C | D | E | F | G | H | Ch | I | J | L | M | N | O | P | Q | R | S | T | U | W

Sel.	Code	Name	Fac.	Com.	Crd.
☐	1FU261	Accountant in Business	FFU	Exm E	3
☐	4ST611	Applied Multivariate Statistics (in English)	FIS	Exm E	6

Add selected courses

Back to Select groups

6. In the list of courses choose the ones you want to register and click “Add selected courses”.

Sel.	Code	Name	Fac.	Com.	Crd.
☒	1FU261	Accountant in Business	FFU	Exm E	3
☐	4ST611	Applied Multivariate Statistics (in English)	FIS	Exm E	6
☒	1BP260	Banking and Financial Institutions	FFU	Exm E	3
☐	2RU135	Basic Czech for foreigners (A1)	FMV	Exm E	3
☐	2NJ152	Basic German for Economists 2 (A1)	FMV	Exm E	3

Add selected courses

Back to Select groups

7. In the column “Timetable” click on “Select” and choose the time.

Sheet for SS 2025/2026

Sel.	Status	Code	Course	Fac.	Oblg.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on
☐		3BE322	<u>Corporate finance</u>	FPH		Exm E	6	eng	cZEXCB	1		<u>Select</u>	06/01/2026 16:17:11

Remember to select time for both seminar and lecture in case the course has both. After you select the time of the units, click on “Save”.

Select timetable item - Corporate finance (3BE322)

The table below shows all days and times of the timetable items offered for the course. Selected item is in bold. Click on the Save button to confirm your choice.

Sel.	Day	Time	Type	Frequency	Room	Teacher	Capacity	Note
☒	Wednesday	12:45-14:15	Lecture	Every week	SB 302	<u>P. Sieber</u>	19/30	

Sel.	Day	Time	Type	Frequency	Room	Teacher	Capacity	Note
☒	Wednesday	14:30-16:00	Seminar	Every week	SB 211	<u>T. Ali</u>	19/30	

Save 

- ▶ Pay special attention to the “**NOTE**” field. In case of intensive courses, you will find the information regarding their schedule in this area.
- ▶ Also notice the value of “**FREQUENCY**” is different than the one of regular courses.
- ▶ Please note that **you cannot register more than two intensive courses** as these courses are taught by visiting professors and VSE cannot fully guarantee these courses will take place.
- ▶ On rare occasion, an intensive course can be cancelled due to cases of force majeure, such as an illness of the professor and so on.

Select timetable item - Understanding economic and social indicators (in English) (4ES526)

The table below shows all days and times of the timetable items offered for the course. Selected item is in bold. Click on the Save button to confirm your choice.

Sel.	Day	Time	Type	Frequency	Room	Teacher	Capacity	Note
☐	18/02/2026	09:15-10:45	Seminar	-	SB 107	<u>T. Lichard</u>	14/30	Lesson:
	15/04/2026	09:15-12:30	Seminar	-	SB 107			18/02/2026 - 09:15-10:45
	29/04/2026	09:15-12:30	Seminar	-	SB 107			15/04/2026 - 09:15-12:30
	06/05/2026	09:15-12:30	Seminar	-	SB 107			29/04/2026 - 09:15-12:30
	13/05/2026	09:15-12:30	Seminar	-	SB 107			06/05/2026 - 09:15-12:30
								13/05/2026 - 09:15-12:30

8) Some of the courses have prerequisites...

- ▶ ... That means you would have to had passed certain courses in order to pre-register a course or that you might not be able to some of the courses concurrently.
- ▶ An example of this would be courses 5EN202 and 5EN252. Both are Microeconomics and the only difference between them is the language of instruction, which is why the system would not let you register both.
- ▶ However, prerequisites concern only domestic students as the courses offered to Exchange students do not have any built-in requirements in InSIS.

Sheet for SS 2025/2026

Sel.	State	Code	Course	Fac.	Oblg.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
☐		3BE324	Business Ethics	FPH		Exm E	4	eng	cZEXCB	1		Thu 14:30-16:00 RB 203 (lect)	05/06/2017 19:05:48	
☐		20P320	Human Resources Management in International Context - in English	FMV		Exm E	3	eng	cZEXCB	1		Thu 14:30-16:00 SB 322 (lect)	05/06/2017 19:08:54	
☐		2CR313	Intercultural Communication in Tourism and Hospitality Industry	FMV		Exm E	3	eng	cZEXCB	1		Wed 12:45-14:15 SB 235 (sem)	05/06/2017 19:10:19	
☐		3BE116	Management	FPH		Exm E	4	eng	cZEXCB	1		Thu 12:45-14:15 SB 412 (lect)	05/06/2017 19:03:10	
☐		5EN252	Microeconomics I	NF		Exm E	6	eng	cZEXCB	1		Tue 11:00-12:30 RB 105 (sem) Mon 09:15-10:45 RB 212 (lect)	05/06/2017 18:55:48	5EN202

Remove the selected courses

Key: required elective optional

9. List of chosen courses

- ▶ The **green** light indicates that your registration was **successful**.
- ▶ A **red** light would mean that the registration is **incomplete** and the system should automatically provide you with information as to what went wrong.
 - ▶ One of the most common causes is that a student has not chosen a time in the course schedule.

Sheet for SS 2025/2026

SEL.	STATE	CODE	COURSE	FAC.	OBLG.	COM.	CRD.	LANG.	GROUP	CATEGORY	TYPE	TIMETABLE	ENTERED ON
☐		4IT514	Business Information Systems 2	FIS		Exm E	6	cz	hP	1		Sem.: Fri 11:00-12:30 P 103 Lect.: Tue 16:15-17:45 SB 309	21.07.2008 14:43:11
☐		4IT435	Business Intelligence	FIS		Exm E	5	cz	hV	2		Sem.: Thu 11:00-12:30 P 103 Lect.: Wed 07:30-09:00 SB 309	21.07.2008 14:43:11
☐		4IT415	Enterprise Information Modelling	FIS		Exm E	6	cz	hP	1		Sem.: Tue 18:00-19:30 P 206 Lect.: Mon 11:00-12:30 RB 209	21.07.2008 14:43:11
☐		4SA525	Information and Media	FIS		Exm E	3	cz	sP	1		Sem.: Tue 14:30-16:00 SB 208	21.07.2008 14:43:11
☐		4IT410	Integration in Information Systems	FIS		Exm E	4	cz	hP	1		Lect.: Thu 09:15-10:45 RB 212	21.07.2008 14:43:11
☐		4IT462	IT Management and Business Support	FIS		Exm E	3	cz	hV	2		Lect.: Mon 18:00-19:30 SB 309	20.08.2008 13:11:14

Remove the selected courses

10. If you want to change the timetable, click on the time at the column “timetable”...

- ▶ ...and choose the time you prefer. You do not need to worry about the capacity - at this point, InSIS will let you pre-register any scheduled action regardless of capacity.
- ▶ Which students will be enrolled is decided during the automated enrollment.

Sheet for SS 2025/2026

SEL.	STATE	CODE	COURSE	FAC.	OBLG.	COM.	CRD.	LANG.	GROUP	CATEGORY	TYPE	TIMETABLE	ENTERED ON
☐	●	4IT514	Business Information Systems 2	FIS	P	Exm E	6	cz	hP	1	N	Sem.: Fri 11:00-12:30 P 103 Lect.: Tue 16:15-17:45 SB 309	21.07.2008 14:43:11
☐	●	4IT435	Business Intelligence	FIS	PV	Exm E	5	cz	hV	2	N	Sem.: Thu 11:00-12:30 P 103 Lect.: Wed 07:30-09:00 SB 309	21.07.2008 14:43:11
☐	●	4IT415	Enterprise Information Modelling	FIS	P	Exm E	6	cz	hP	1	N	Sem.: Tue 18:00-19:30 P 206 Lect.: Mon 11:00-12:30 RB 209	21.07.2008 14:43:11
☐	●	4SA525	Information and Media	FIS	P	Exm E	3	cz	sP	1	N	Sem.: Tue 14:30-16:00 SB 208	21.07.2008 14:43:11
☐	●	4IT410	Integration in Information Systems	FIS	P	Exm E	4	cz	hP	1	N	Lect.: Thu 09:15-10:45 RB 212	21.07.2008 14:43:11
☐	●	4IT462	IT Management and Business Support	FIS	PV	Exm E	3	cz	hV	2	N	Lect.: Mon 18:00-19:30 SB 309	20.08.2008 13:11:14

Remove the selected courses

11. Also, you can delete a course that does not fit your schedule.

Sheet for SS 2025/2026

Sel.	Status	Code	Course	Fac.	Oblg.	Com.	Crd.	Lang.	Group	Category	Type
☒	●	3BE322	Corporate finance	FPH	E	Exm E	6	eng	cZEXCB	1	U
☐	●	4ES526	Understanding economic and social indicators (in English)	FIS	E	Exm E	3	eng	cZEXCB	1	U

Remove the selected courses

[Key](#) (click to show/hide)

R required **E** elective **O** optional **U** usual **C** consulting **E** extra-semesteral

12. For the schedule click on the “Display timetables”.

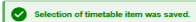
Course registrations - SS 2025/2026

Students use this application to express their requirements concerning the courses they signed up for in the academic period.

Information about events in progress at the other faculties and links to more information see [here](#).

 Display timetables

Sheet for SS 2025/2026



Sel.	Status	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on
☐		22P412	Consumer and business decision-making, Multi-criteria analysis	FMV		Exm E	0	eng	cZEXCB	1		Se Mon 14:30-17:45 RB 103 Every week	06/01/2026 16:26:12
☐		3BE322	Corporate finance	FPH		Exm E	0	eng	cZEXCB	1		Se Wed 14:30-16:00 SB 211 Every week Le Wed 12:45-14:15 SB 302 Every week	06/01/2026 16:17:11
☐		2SE306	Cryptocurrencies and other alternative monetary solutions in worldwide practice	FMV		Exm E	3	eng	cZEXCB	1		Le Mon 09:15-10:45 RB 113 Every week	06/01/2026 16:26:12
☐		4EK631	Econometric Modelling (in English)	FIS		Exm E	0	eng	cZEXCB	1		Se Tue 14:30-16:00 SB 104 Every week Le Tue 12:45-14:15 SB 411 Every week	06/01/2026 16:26:13
☐		4ES926	Understanding economic and social indicators (in English)	FIS		Exm E	3	eng	cZEXCB	1		Se since 18.02.2026 09:15-10:45 SB 107	06/01/2026 16:26:28

Remove the selected courses

Course timetable

The following table shows the HTML preview of the selected timetable. Select the Output in PDF option to obtain a printed version.

Day	08:15-09:00	09:15-10:00	10:00-10:45	11:00-11:45	11:45-12:30	12:45-13:30	13:30-14:15	14:30-15:15	15:15-16:00	16:15-17:00	17:00-17:45
Mon		RB 113 2SE305 Cryptocurrencies and other alternative monetary solutions in worldwide practice ⁽¹⁾ M. Bok								RB 103 22P412 Consumer and business decision-making, Multi-criteria analysis ^(1,2) P. Sauer	
Tue						SB 411 4EK631 Econometric Modelling (in English) ⁽³⁾ P. Tomanová		SB 104 4EK631 Econometric Modelling (in English) ⁽³⁾ P. Tomanová			
Wed		SB 107 Block class ⁽⁴⁾ T. Lichard				SB 302 3BE322 Corporate finance ⁽⁵⁾ P. Sieber		SB 211 3BE322 Corporate finance ⁽⁵⁾ T. Ali			
Thu			SB 107 Block class ⁽⁶⁾ T. Lichard								
Fri											

Key (click to show/hide)

Using this feature is the easiest way to check your schedule for time clash among the courses.

Should such a clash occur, please change your schedule as described above.

Congratulations!

Your courses have now been successfully pre-registered.

- ▶ Do not forget to check the status of your enrollment **after the automated registration** has occurred (see the dates [here](#)) to find out whether you have been enrolled into all of them.