

Regular Course Registration

Guide

International Office

+420 224 098 547

exchange@vse.cz



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](#).



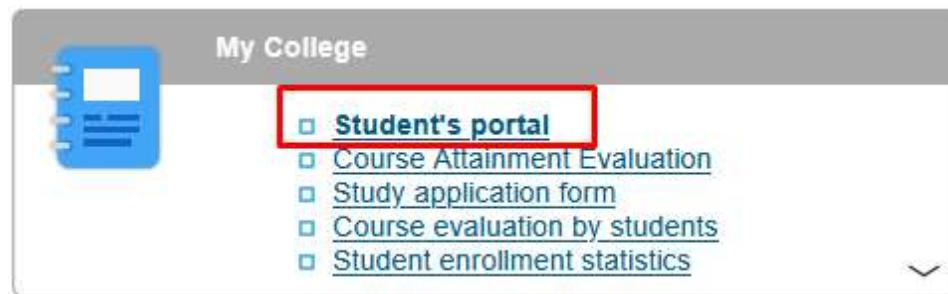
1. Log into the university system InSIS

The screenshot shows a navigation menu with the following structure:

- Personal administration**
 - [Log in to the Personal administration of InSIS](#) (highlighted with a red box)
 - [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



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 I Ch I I I J I I M I N I O I P I Q I R I S I I U I W

Sel.	Code	Name	Fac.	Com.	Crd.
<input type="checkbox"/>	1FU261	Accountant in Business	FFU	Exm E	3
<input type="checkbox"/>	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.
<input checked="" type="checkbox"/>	1FU261	Accountant in Business	FFU	Exm E	3
<input type="checkbox"/>	4ST611	Applied Multivariate Statistics (in English)	FIS	Exm E	6
<input checked="" type="checkbox"/>	1BP260	Banking and Financial Institutions	FFU	Exm E	3
<input type="checkbox"/>	2RU135	Basic Czech for foreigners (A1)	FMV	Exm E	3
<input type="checkbox"/>	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
<input type="checkbox"/>		3BE322	Corporate finance	FPH		Exm E	6	eng	cZEXCB	1		Select	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
<input checked="" type="radio"/>	Wednesday	12:45-14:15	Lecture	Every week	SB 302	P. Sieber	19/30	

Sel.	Day	Time	Type	Frequency	Room	Teacher	Capacity	Note
<input checked="" type="radio"/>	Wednesday	14:30-16:00	Seminar	Every week	SB 211	T. Ali	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			Lesson: 18/02/2026 - 09:15-10:45
<input type="radio"/>	15/04/2026	09:15-12:30	Seminar	-	SB 107			15/04/2026 - 09:15-12:30
	29/04/2026	09:15-12:30	Seminar	-	SB 107	T. Lichard	14/30	29/04/2026 - 09:15-12:30
	06/05/2026	09:15-12:30	Seminar	-	SB 107			06/05/2026 - 09:15-12:30
	13/05/2026	09:15-12:30	Seminar	-	SB 107			13/05/2026 - 09:15-12:30

8) Some of the courses have prerequisites...

- ▶ ... That means you would have to have passed certain courses in order to pre-register a course or that you might not be able to take 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.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3BE324	Business Ethics	FPH	<input checked="" type="checkbox"/>	Exm E	4	eng	cZEXCB	1	<input checked="" type="checkbox"/>	Thu 14:30-16:00 RB 203 (lect)	05/06/2017 19:05:48	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2OP320	Human Resources Management in International Context - in English	FMV	<input checked="" type="checkbox"/>	Exm E	3	eng	cZEXCB	1	<input checked="" type="checkbox"/>	Thu 14:30-16:00 SB 322 (lect)	05/06/2017 19:08:54	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2CR313	Intercultural Communication in Tourism and Hospitality Industry	FMV	<input checked="" type="checkbox"/>	Exm E	3	eng	cZEXCB	1	<input checked="" type="checkbox"/>	Wed 12:45-14:15 SB 235 (sem)	05/06/2017 19:10:19	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3BE116	Management	FPH	<input checked="" type="checkbox"/>	Exm E	4	eng	cZEXCB	1	<input checked="" type="checkbox"/>	Thu 12:45-14:15 SB 412 (lect)	05/06/2017 19:03:10	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5EN252	Microeconomics I	NF	<input checked="" type="checkbox"/>	Exm E	6	eng	cZEXCB	1	<input checked="" type="checkbox"/>	Tue 11:00-12:30 RB 105 (sem) Mon 09:15-10:45 RB 212 (lect)	05/06/2017 18:55:48	5EN202

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
<input type="checkbox"/>	●	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
<input type="checkbox"/>	●	4IT435	Business Intelligence	FIS	EW	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
<input type="checkbox"/>	●	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
<input type="checkbox"/>	●	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
<input type="checkbox"/>	●	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
<input type="checkbox"/>	●	4IT462	IT Management and Business Support	FIS	EW	Exm E	3	cz	hV	2	N	Lect.: Mon 18:00-19:30 SB 309	20.08.2008 13:11:14

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	
<input type="checkbox"/>	●	4IT514	<u>Business Information Systems 2</u>	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	
<input type="checkbox"/>	●	4IT435	<u>Business Intelligence</u>	FIS	P	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	
<input type="checkbox"/>	●	4IT415	<u>Enterprise Information Modelling</u>	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	
<input type="checkbox"/>	●	4SA525	<u>Information and Media</u>	FIS	P	Exm E	3	cz	sP	1	N	Sem.: Tue 14:30-16:00 SB 208	21.07.2008 14:43:11	
<input type="checkbox"/>	●	4IT410	<u>Integration in Information Systems</u>	FIS	P	Exm E	4	cz	hP	1	N	Lect.: Thu 09:15-10:45 RB 212	21.07.2008 14:43:11	
<input type="checkbox"/>	●	4IT462	<u>IT Management and Business Support</u>	FIS	P	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
<input checked="" type="checkbox"/>		3BE322	Corporate finance	FPH		Exm E	6	eng	cZEXCB	1	
<input type="checkbox"/>		4ES526	Understanding economic and social indicators (in English)	FIS		Exm E	3	eng	cZEXCB	1	

Remove the selected courses



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

required elective optional usual consulting extra-semestral



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.

