

# Regular Course Registration

## *Guide*

International Office

+420 224 098 547


[exchange@vse.cz](mailto: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


 » Integrated Study Information System

 **Personal administration**

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

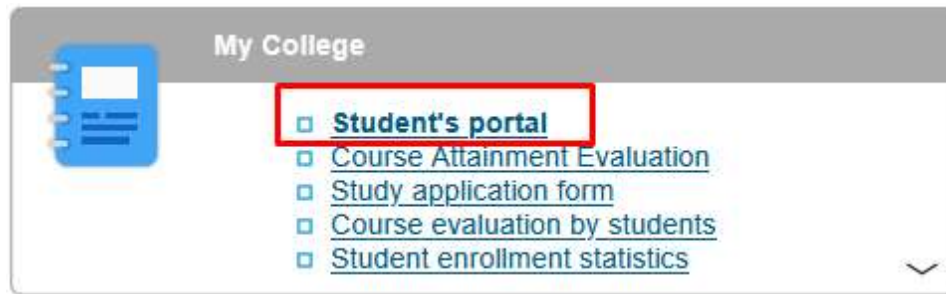
 **Admission procedure**

- [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.
<input type="checkbox"/>	1FU261	<a href="#">Accountant in Business</a>	FFU	Exm E	3
<input type="checkbox"/>	4ST611	<a href="#">Applied Multivariate Statistics (in English)</a>	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	<u>Accountant in Business</u>	FFU	Exm E	3
<input type="checkbox"/>	4ST611	<u>Applied Multivariate Statistics (in English)</u>	FIS	Exm E	6
<input checked="" type="checkbox"/>	1BP260	<u>Banking and Financial Institutions</u>	FFU	Exm E	3
<input type="checkbox"/>	2RU135	<u>Basic Czech for foreigners (A1)</u>	FMV	Exm E	3
<input type="checkbox"/>	2NJ152	<u>Basic German for Economists 2 (A1)</u>	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.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on
<input type="checkbox"/>		3BE322	<a href="#">Corporate finance</a>	FPH		Exm E	6	eng	cZEXCB	1		<a href="#">Select</a>	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	<u>P. Sieber</u>	19/30	

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

## 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.	Cr.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		3BE324	Business Ethics	FPH		Exm E	4	eng	cZEXCB	1		Thu 14:30-16:00 RB 203 (lect)	05/06/2017 19:05:48	
<input type="checkbox"/>		2OP320	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	
<input type="checkbox"/>		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	
<input type="checkbox"/>		3BE116	Management	FPH		Exm E	4	eng	cZEXCB	1		Thu 12:45-14:15 SB 412 (lect)	05/06/2017 19:03:10	
<input type="checkbox"/>		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

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
<input type="checkbox"/>	●	4IT514	<a href="#">Business Information Systems 2</a>	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	<a href="#">Business Intelligence</a>	FIS	SV	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	<a href="#">Enterprise Information Modelling</a>	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	<a href="#">Information and Media</a>	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	<a href="#">Integration in Information Systems</a>	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	<a href="#">IT Management and Business Support</a>	FIS	SV	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

## 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	<a href="#">Business Information Systems 2</a>	FIS	P	Exm E	6	cz	hP	1	N	<a href="#">Sem.: Fri 11:00-12:30 P.103</a> <a href="#">Lect.: Tue 16:15-17:45 SB.309</a>	21.07.2008 14:43:11
<input type="checkbox"/>	●	4IT435	<a href="#">Business Intelligence</a>	FIS	W	Exm E	5	cz	hV	2	N	<a href="#">Sem.: Thu 11:00-12:30 P.103</a> <a href="#">Lect.: Wed 07:30-09:00 SB.309</a>	21.07.2008 14:43:11
<input type="checkbox"/>	●	4IT415	<a href="#">Enterprise Information Modelling</a>	FIS	P	Exm E	6	cz	hP	1	N	<a href="#">Sem.: Tue 18:00-19:30 P.206</a> <a href="#">Lect.: Mon 11:00-12:30 RB.209</a>	21.07.2008 14:43:11
<input type="checkbox"/>	●	4SA525	<a href="#">Information and Media</a>	FIS	P	Exm E	3	cz	sP	1	N	<a href="#">Sem.: Tue 14:30-16:00 SB.208</a>	21.07.2008 14:43:11
<input type="checkbox"/>	●	4IT410	<a href="#">Integration in Information Systems</a>	FIS	P	Exm E	4	cz	hP	1	N	<a href="#">Lect.: Thu 09:15-10:45 RB.212</a>	21.07.2008 14:43:11
<input type="checkbox"/>	●	4IT462	<a href="#">IT Management and Business Support</a>	FIS	W	Exm E	3	cz	hV	2	N	<a href="#">Lect.: Mon 18:00-19:30 SB.309</a>	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	<a href="#">Corporate finance</a>	FPH	E	Exm E	6	eng	cZEXCB	1	U
<input type="checkbox"/>	●	4ES526	<a href="#">Understanding economic and social indicators (in English)</a>	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

Selection of timetable item was saved.

Set	Status	Code	Course	Fac.	Obliq.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on
<input type="checkbox"/>		22P412	Consumer and business decision-making: Multi-criteria analysis	FMV		Exm E	6	eng	cEXCB	1		Se Mon 14:30-17:45 RB 103 Every week	08/01/2025 16:26:12
<input type="checkbox"/>		3BE322	Corporate finance	FPH		Exm E	6	eng	cEXCB	1		Se Wed 14:30-16:00 SB 211 Every week Le Wed 12:45-14:15 SB 302 Every week	08/01/2025 16:17:11
<input type="checkbox"/>		2SE305	Cryptocurrencies and other alternative monetary solutions in worldwide practice	FMV		Exm E	3	eng	cEXCB	1		Le Mon 09:15-10:45 RB 113 Every week	08/01/2025 16:26:12
<input type="checkbox"/>		4EK631	Econometric Modelling (in English)	FIS		Exm E	6	eng	cEXCB	1		Se Tue 14:30-16:00 SB 104 Every week Le Tue 12:45-14:15 SB 411 Every week	08/01/2025 16:26:13
<input type="checkbox"/>		4ES528	Understanding economic and social indicators (in English)	FIS		Exm E	3	eng	cEXCB	1		Se since 18.02.2025 09:15-10:45 SB 107	08/01/2025 16:20:28

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 <sup>(1)</sup> M. Bok								RB 103 22P412 Consumer and business decision-making: Multi-criteria analysis <sup>(1,2)</sup> P. Sauer	
Tue						SB 411 4EK631 Econometric Modelling (in English) <sup>(3)</sup> P. Tomanová		SB 104 4EK631 Econometric Modelling (in English) <sup>(3)</sup> P. Tomanová			
Wed		SB 107 Block class <sup>(4)</sup> T. Lichard				SB 302 3BE322 Corporate finance <sup>(5)</sup> P. Sieber		SB 211 3BE322 Corporate finance <sup>(5)</sup> T. Ali			
Thu			SB 107 Block class <sup>(6)</sup> 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.