Regular Course Registration

Guide

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exchange@vse.cz
What are 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**

- **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 UŠV

- **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. 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.

<table>
<thead>
<tr>
<th>ABBREVIATION</th>
<th>NAME</th>
<th>CATEGORY</th>
<th>CHOOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>cZEXEC</td>
<td>Předměty pro krátkodobé studijní pobyty</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
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).
6. In the list of courses choose the ones you want to register and click “Add selected courses”.

<table>
<thead>
<tr>
<th>SEL.</th>
<th>CODE</th>
<th>NAME</th>
<th>FAC.</th>
<th>COM.</th>
<th>CRD.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4IT514</td>
<td>Business Information Systems 2</td>
<td>FIS</td>
<td>Exm E</td>
<td>6</td>
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<tr>
<td></td>
<td>4IT415</td>
<td>Enterprise Information Modelling</td>
<td>FIS</td>
<td>Exm E</td>
<td>6</td>
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<td>4IT410</td>
<td>Integration in Information Systems</td>
<td>FIS</td>
<td>Exm E</td>
<td>4</td>
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<tr>
<td>✔</td>
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<td>FIS</td>
<td>Exm E</td>
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<tr>
<td></td>
<td>4IT518</td>
<td>IT Diploma Seminar</td>
<td>FIS</td>
<td>Exm E</td>
<td>15</td>
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<tr>
<td></td>
<td>4IT417</td>
<td>IT Management</td>
<td>FIS</td>
<td>Exm E</td>
<td>8</td>
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</tbody>
</table>

[Add selected courses] [Back to Select groups]
7. In the column “Timetable” click on “Select” and choose the time.
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 - Psychology of Management (3PS663)

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.

<table>
<thead>
<tr>
<th>SEL.</th>
<th>DAY</th>
<th>TIME</th>
<th>TYPE</th>
<th>FREQUENCY</th>
<th>CAPACITY</th>
<th>ROOM</th>
<th>TEACHER</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Tuesday</td>
<td>14:30-16:00</td>
<td>Lecture</td>
<td>Every week</td>
<td>40</td>
<td>RB 209</td>
<td>PhDr. Daniela Psinková, Ph.D.</td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td>Tuesday</td>
<td>16:15-17:45</td>
<td>Seminar</td>
<td>Every week</td>
<td>40</td>
<td>RB 209</td>
<td>PhDr. Daniela Psinková, Ph.D.</td>
<td></td>
</tr>
</tbody>
</table>
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.
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.
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.

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<table>
<thead>
<tr>
<th>SEL.</th>
<th>STATE</th>
<th>CODE</th>
<th>COURSE</th>
<th>FAC.</th>
<th>OBLG.</th>
<th>COM.</th>
<th>ORD.</th>
<th>LANG.</th>
<th>GROUP</th>
<th>CATEGORY</th>
<th>TYPE</th>
<th>TIMETABLE</th>
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<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>417514</td>
<td>Business Information Systems 2</td>
<td>FIS</td>
<td>☐</td>
<td>Exam E</td>
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<td>☐</td>
<td>NP</td>
<td>1</td>
<td>☐</td>
<td>Sem: Thu 11:00-12:30 P 103</td>
<td>21.07.2008 14:43:11</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>41435</td>
<td>Business Intelligence</td>
<td>FSI</td>
<td>☐</td>
<td>Exam E</td>
<td>5</td>
<td>☐</td>
<td>□</td>
<td>2</td>
<td>☐</td>
<td>Sem: Thu 11:00-12:30 P 103</td>
<td>21.07.2008 14:43:11</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>41415</td>
<td>Enterprise Information Modeling</td>
<td>FIS</td>
<td>☐</td>
<td>Exam E</td>
<td>6</td>
<td>☐</td>
<td>NP</td>
<td>1</td>
<td>☐</td>
<td>Sem: Mon 11:00-12:30 R 209</td>
<td>21.07.2008 14:43:11</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>414025</td>
<td>Information and Media</td>
<td>FIS</td>
<td>☐</td>
<td>Exam E</td>
<td>3</td>
<td>☐</td>
<td>□</td>
<td>1</td>
<td>☐</td>
<td>Sem: Tue 14:00-16:00 S 209</td>
<td>21.07.2008 14:43:11</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>41462</td>
<td>IT Management and Business Support</td>
<td>FIS</td>
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<td>Exam E</td>
<td>3</td>
<td>☐</td>
<td>□</td>
<td>2</td>
<td>☐</td>
<td>Lect: Mon 18:00-19:30 S 309</td>
<td>20.08.2008 13:11:14</td>
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</tbody>
</table>
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.
11. Also, you can delete a course that does not fit your schedule.
12. For the schedule click on the “Display timetables”.

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

Should such a collision 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.