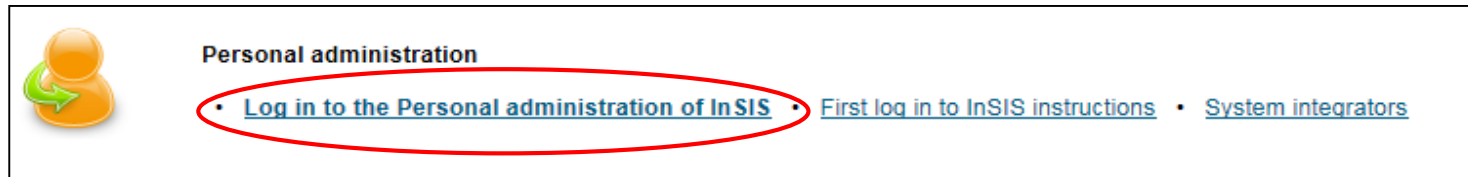


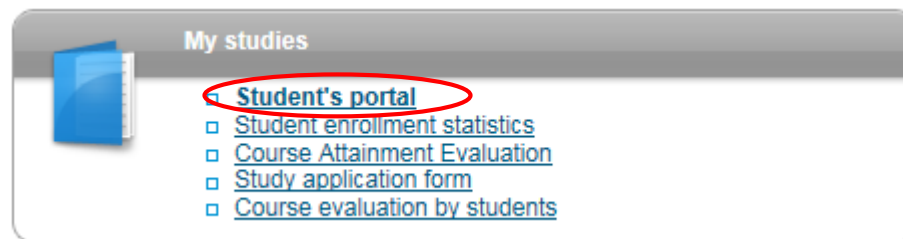
Course Registration

1) You will find the registration system at <http://isis.vse.cz/?lang=en>

2) Log into the system:



3) In the section “**MY STUDY**” click on the “**STUDENT’S PORTAL**”



4) In the table you can see the program of your study (C-ME International Economic Relations; International Business – Central European Business Realities).

For course registration choose “**REGISTRATION/ENROLLMENT**”

Choose	Faculty	Programme - Field of study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses	Registration/Enrollment at VS
	OZS REK	C-ME International Economic Relations International Business - Central European Business Realities [full-time]	enrolled				

- 5) Scroll down to the end of the web page and click on the indicator (red for compulsory courses, green for optional courses, blue for the Diploma Thesis Seminar):

Groups of courses according to study plan

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

Abbreviation	Name	Category	Choose
fSZ	Předměty státní závěrečné zkoušky fakultní	1	↔
hP	Povinný předmět hlavní spec.	1	↔
hSZ1	Předměty státní závěrečné zkoušky I	1	↔
hV	Vol. př. hlavní specializace	2	↔
sP	Povinný předmět vedl. spec.	1	↔
sSZ	Státní zkouška z vedlejší specializace	1	↔
sV	Volitelný předmět vedl. spec.	2	↔

- 6) Find the courses and then tick the box at the courses you wish to study and click “**ADD SELECTED COURSES**”

Course: Details

Courses in group sP

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

Sel.	Code	Name	Fac.	Com.	Crd.
<input checked="" type="checkbox"/>	IP_413	International Business Operations	OZS	Exm E	6
<input checked="" type="checkbox"/>	IP_411	International Marketing Communications	OZS	Exm E	6
<input checked="" type="checkbox"/>	IP_410	Management Accounting	OZS	Exm E	6
<input checked="" type="checkbox"/>	IP_412	Trade Policies in Central European Countries	OZS	Exm E	6

7) In column “TIMETABLE” click on “**SELECT**” and choose the time. Without this step you have not registered for the course!

Sheet for WS 2016/2017

Sel.	State	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		IP_DS	Diploma Thesis Seminar	OZS		Exm E	2	eng	hP	1		Fri 07:30-09:00 ?? (sem.)	06.06.2016 16:05:30	
<input type="checkbox"/>		IP_413	International Business Operations	OZS		Exm E	6	eng	sP	1		Select	07.06.2016 12:28:18	
<input type="checkbox"/>		IP_411	International Marketing Communications	OZS		Exm E	6	eng	sP	1		Select	07.06.2016 12:28:18	
<input type="checkbox"/>		IP_410	Management Accounting	OZS		Exm E	6	eng	sP	1		Select	07.06.2016 12:28:18	
<input type="checkbox"/>		IP_412	Trade Policies in Central European Countries	OZS		Exm E	6	eng	sP	1		Select	07.06.2016 12:28:18	

Remove the selected courses

Key: required elective optional

Select timetable item - International Business Operations (IP_413)

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	Capacity	Room	Teacher	Note
<input checked="" type="radio"/>	Thursday	12:45-14:15	Lecture	Every week	2/25	NB 469	Ing. Jaroslav Halík, MBA, Ph.D.	
<input type="radio"/>	Thursday	14:30-16:00	Seminar	Every week	2/25	NB 469	Ing. Jaroslav Halík, MBA, Ph.D.	

8) After your registration the system will show the selected times of your courses and the “State” symbol will turn green. If you wish to change the times click on the time (here “Thu 14:30-16:00 NB 469...”), select different times and click “Save”:


Sheet for WS 2016/2017


Sel.	State	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		IP_DS	Diploma Thesis Seminar	OZS		Exm E	2	eng	hP	1		Fri 07:30-09:00 ?? (sem.)	06.06.2016 16:05:30	
<input type="checkbox"/>		IP_413	International Business Operations	OZS		Exm E	6	eng	sP	1		Thu 14:30-16:00 NB 469 (sem.) Thu 12:45-14:15 NB 469 (lect.)	07.06.2016 12:28:18	

9) For the schedule click on the „**DISPLAY TIMETABLES**“

 Display timetables


Sheet for WS 2016/2017

Sel.	State	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		IP_DS	Diploma Thesis Seminar	OZS		Exm E	2	eng	hP	1		Fri 07:30-09:00 ?? (sem.)	06.06.2016 16:05:30	
<input type="checkbox"/>		IP_413	International Business Operations	OZS		Exm E	6	eng	sP	1		Thu 14:30-16:00 NB 469 (sem.) Thu 12:45-14:15 NB 469 (lect.)	07.06.2016 12:28:18	
<input type="checkbox"/>		IP_411	International Marketing Communications	OZS		Exm E	6	eng	sP	1		Select	07.06.2016 12:28:18	
<input type="checkbox"/>		IP_410	Management Accounting	OZS		Exm E	6	eng	sP	1		Select	07.06.2016 12:28:18	
<input type="checkbox"/>		IP_412	Trade Policies in Central European Countries	OZS		Exm E	6	eng	sP	1		Select	07.06.2016 12:28:18	

Key:  required  elective  optional




10) If you forget to choose a time or forget to save your choice the system will warn you.

List of errors

State	Reason	Detail
	International Marketing Communications (IP_411)	<input type="checkbox"/> Timetable item has not been selected. Select the item using the link in the column Timetable, otherwise you cannot sign up for the course.

* Double Degree and Exchange students register only the Diploma Thesis seminar.

Sheet for WS 2016/2017

Sel.	State	Code	Course	Fac.	Oblg.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		IP_DS	Diploma Thesis Seminar	OZS		Exm E	2	eng	hP	1		Fri 07:30-09:00 ?? (sem.)	06.06.2016 16:05:30	