

# Course Registration

1) You will find the registration system in [InSIS](#).

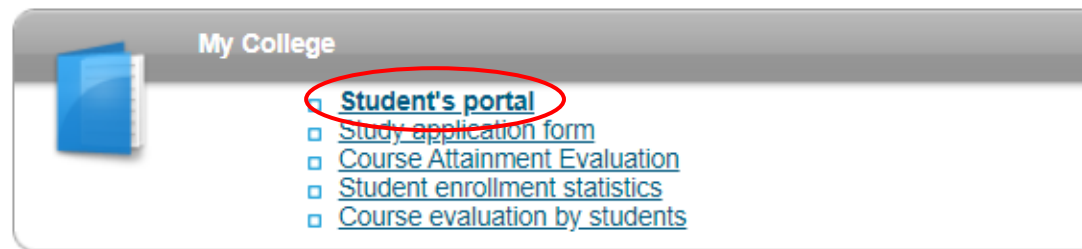
2) Log into the system:



Personal administration

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

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



4) In the table you can see the program of your study (FMV International Business – Central European Business Realities).

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

Choose	Faculty	Study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses	Final thesis	Registration/Enrollment at VS
	FMV	International Business - Central European Business Realities full-time	enrolled					

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

#### Groups of courses according to study plan

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

Abbreviation	Name	Category	Choose
cTVS2	Tělesná výchova - volitelné	3	➡
cVM	Celošk. volně volit. předmět	3	➡
hJ	Odborný předmět v cizím jazyce	2	➡
hP	Povinný předmět programu/oboru	1	➡
hSZ1	Předměty státní závěrečné zkoušky I	1	➡
hV	Volitelný předmět programu/oboru	2	➡

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

#### Courses in group hP

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 type="checkbox"/>	22F501	<a href="#">Diploma Thesis Seminar</a>	FMV	Exm E	3
➡ <input checked="" type="checkbox"/>	2MO454	<a href="#">Ethics, Responsibility and Sustainability in Business</a>	FMV	Exm E	3
<input checked="" type="checkbox"/>	4IT487	<a href="#">Information Technologies in Entrepreneurship</a>	FIS	Exm E	6
<input type="checkbox"/>	5EN416	<a href="#">Intermediate Macroeconomics</a>	NF	Exm E	3
<input type="checkbox"/>	5EN415	<a href="#">Intermediate Microeconomics</a>	NF	Exm E	3
<input type="checkbox"/>	2MO452	<a href="#">International Corporate Finance</a>	FMV	Exm E	6
<input checked="" type="checkbox"/>	2MO451	<a href="#">International Marketing</a>	FMV	Exm E	6
<input type="checkbox"/>	2MO453	<a href="#">International Trade</a>	FMV	Exm E	6

Add selected courses

Back to Select groups

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

### Sheet for SS 2020/2021

Sel.	State	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		2MO454	<a href="#">Ethics, Responsibility and Sustainability in Business</a>	FMV		Exm E	3	eng	hP	1		<a href="#">Se Tue 14:30-16:00 SB 302 Every week</a>	11/01/2021 16:03:18	
<input type="checkbox"/>		4IT487	<a href="#">Information Technologies in Entrepreneurship</a>	FIS		Exm E	6	eng	hP	1		<a href="#">Se since 22.02.2021 16:15-19:30 XPT (JA)</a> <a href="#">Le since 22.02.2021 12:45-16:00 XPT (JA)</a>	11/01/2021 16:03:18	
<input type="checkbox"/>		2MO452	<a href="#">International Corporate Finance</a>	FMV		Exm E	6	eng	hP	1		!!! <a href="#">Select</a>	21/01/2021 14:04:25	
<input type="checkbox"/>		2MO451	<a href="#">International Marketing</a>	FMV		Exm E	6	eng	hP	1		<a href="#">Select</a>	21/01/2021 14:04:25	

Remove the selected courses

Key:  required  elective  optional

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 e.g. “Thu 11:00-12:30 SB 302...”), select different times and click “Save”:

### Select timetable item - International Corporate Finance (2MO452)

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	Capacity	Teacher	Note
→ <input checked="" type="radio"/>	Thursday	09:15-10:45	Lecture	Every week	SB 302	16/30	<a href="#">doc. Ing. Karel Brůna, Ph.D.</a>	
Sel.	Day	Time	Type	Frequency	Room	Capacity	Teacher	Note
→ <input checked="" type="radio"/>	Thursday	11:00-12:30	Seminar	Every week	SB 302	16/30	<a href="#">doc. Ing. Karel Brůna, Ph.D.</a>	

[Save](#)

- 9) 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 e.g. “Thu 11:00-12:30 SB 302...”), select different times and click “Save”:

### Sheet for SS 2020/2021

Sel.	State	Code	Course	Fac.	Oblg.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		2MO454	<a href="#">Ethics, Responsibility and Sustainability in Business</a>	FMV		Exm E	3	eng	hP	1		<a href="#">Se Tue 14:30-16:00 SB 302 Every week</a>	11/01/2021 16:03:18	
<input type="checkbox"/>		4IT487	<a href="#">Information Technologies in Entrepreneurship</a>	FIS		Exm E	6	eng	hP	1		<a href="#">Se since 22.02.2021 16:15-19:30 XPT (JA)</a> <a href="#">Le since 22.02.2021 12:45-16:00 XPT (JA)</a>	11/01/2021 16:03:18	
<input type="checkbox"/>		2MO452	<a href="#">International Corporate Finance</a>	FMV		Exm E	6	eng	hP	1		<a href="#">Se Thu 11:00-12:30 SB 302 Every week</a> <a href="#">Le Thu 09:15-10:45 SB 302 Every week</a>	21/01/2021 14:04:25	
<input type="checkbox"/>		2MO451	<a href="#">International Marketing</a>	FMV		Exm E	6	eng	hP	1		<a href="#">Select</a>	21/01/2021 14:04:25	

Remove the selected courses

Key: required elective optional

- 10) For the schedule click on the „**DISPLAY TIMETABLES**“

### Course registrations - SS 2020/2021

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 2020/2021

Sel.	State	Code	Course	Fac.	Oblg.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		2MO454	<a href="#">Ethics, Responsibility and Sustainability in Business</a>	FMV		Exm E	3	eng	hP	1		<a href="#">Se Tue 14:30-16:00 SB 302 Every week</a>	11/01/2021 16:03:18	
<input type="checkbox"/>		4IT487	<a href="#">Information Technologies in</a>	FIS		Exm	6	eng	hP	1		<a href="#">Se since 22.02.2021 16:15-19:30 XPT (JA)</a>	11/01/2021	

- 11) If you forget to choose a time or forget to save your choice the system will warn you - see “List of errors”!

### Sheet for SS 2020/2021

Sel.	State	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		2MO454	<a href="#">Ethics, Responsibility and Sustainability in Business</a>	FMV		Exm E	3	eng	hP	1		<a href="#">Se Tue 14:30-16:00 SB 302 Every week</a>	11/01/2021 16:03:18	
<input type="checkbox"/>		4IT487	<a href="#">Information Technologies in Entrepreneurship</a>	FIS		Exm E	6	eng	hP	1		<a href="#">Se since 22.02.2021 16:15-19:30 XPT (JA)</a> <a href="#">Le since 22.02.2021 12:45-16:00 XPT (JA)</a>	11/01/2021 16:03:18	
<input type="checkbox"/>		2MO452	<a href="#">International Corporate Finance</a>	FMV		Exm E	6	eng	hP	1		<a href="#">Se Thu 11:00-12:30 SB 302 Every week</a> <a href="#">Le Thu 09:15-10:45 SB 302 Every week</a>	21/01/2021 14:04:25	
<input type="checkbox"/>		2MO451	<a href="#">International Marketing</a>	FMV		Exm E	6	eng	hP	1		<a href="#">Select</a>	21/01/2021 14:04:25	

Remove the selected courses

Key: required elective optional

### Sheet information

Information	Entry
Remaining coupons	94
Credits from automated registration	0
Total number of required courses	4
Total number of credits for a period	21
Total number of courses	4
Total number of courses with completion "Exam ECTS"	4

### List of errors

!!!	State	Reason	Detail
		International Marketing (2MO451)	Timetable item has not been selected. Select the item using the link in the column Timetable, otherwise you cannot sign up for the course.

- 12) Repeat the same steps in the registration of the courses in the groups **hV** (optional courses), **hJ** (languages).

\* Current outgoing Double Degree IB students don't register any courses in the summer semester