Course Registration

1) **You will find the registration system in InSIS.**
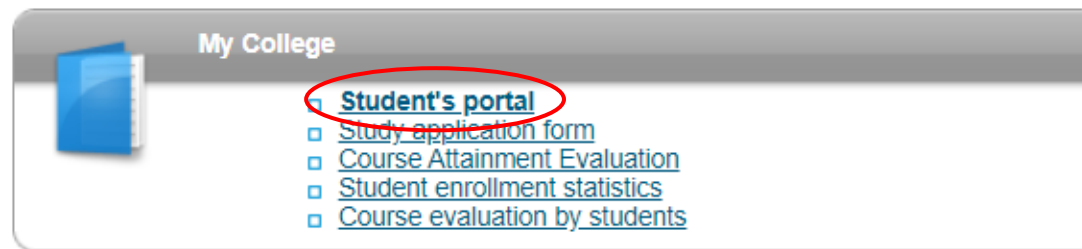
2) Log into the system:

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**"

My College

- **Student's portal**
- Study application form
- Course Attainment Evaluation
- Student enrollment statistics
- Course evaluation by students

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
✓	FMV	International Business - Central European Business Realities Business Practices 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	Physical Education - Elective	3	➡
cVM	General electives Master	3	➡
hJ	Specialist Course in a Foreign Language	2	➡
hP	Compulsory course master	1	➡
hSZ1	Final State Examination I	1	➡
hV	Electives master	2	➡
sP	Compulsory course minor	1	➡
sSZ	State examination in minor specialization	1	➡
sV	Electives minor	2	➡

6) Find the courses and then tick the box at the courses you wish to study and click **"ADD SELECTED COURSES"**
(selection of courses shown for the 2ⁿᵈ semester)

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.
☑	2MO454	Ethics, Responsibility and Sustainability in Business	FMV	Exm E	3
☑	4IT487	Information Technologies in Entrepreneurship (in English)	FIS	Exm E	6
☐	5EN416	Intermediate Macroeconomics	NF	Exm E	3
☐	5EN415	Intermediate Microeconomics	NF	Exm E	3
☐	2MO452	International Corporate Finance	FMV	Exm E	6
☐	1MT492	International Finance	FFU	Exm E	6
☐	3MA674	International Management	FPH	Exm E	6
☑	2MO451	International Marketing	FMV	Exm E	6
☐	2MO453	International Trade	FMV	Exm E	6
☐	22F502	Master's Thesis Seminar	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 2024/2025

✓ Selection of timetable item was saved.

Sel.	State	Code	Course	Fac.	Oblg.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
☐	🟢	2MO454	Ethics, Responsibility and Sustainability in Business	FMV	P	Exm E	3	eng	hP	1	N	Se Tue 14:30-16:00 SB 324 Every week	02/01/2025 09:40:56	
☐	🟢	4IT487	Information Technologies in Entrepreneurship (in English)	FIS	P	Exm E	6	eng	hP	1	N	Se since 17.02.2025 16:15-19:30 IB 202 Le since 17.02.2025 12:45-16:00 IB 202	02/01/2025 09:40:56	
☐	🔴	2MO452	International Corporate Finance	FMV	P	Exm E	6	eng	hP	1	N	Select !!!	02/01/2025 09:40:56	
☐	🔴	2MO451	International Marketing	FMV	P	Exm E	6	eng	hP	1	N	Select	02/01/2025 09:40:56	

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":

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":

10) For the schedule click on the „**DISPLAY TIMETABLES**"

Course registrations - SS 2024/2025

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 2024/2025

✓ Selection of timetable item was saved.

Sel.	State	Code	Course	Fac.	Oblg.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
☐	🟢	2MO454	Ethics, Responsibility and Sustainability in Business	FMV	P	Exm E	3	eng	hP	1	N	Se Tue 14:30-16:00 SB 324 Every week	02/01/2025 09:40:56	
☐	🟢	4IT487	Information Technologies in Entrepreneurship (in English)	FIS	P	Exm E	6	eng	hP	1	N	Se since 17.02.2025 16:15-19:30 IB 202 Le since 17.02.2025 12:45-16:00 IB 202	02/01/2025 09:40:56	
☐	🟢	2MO452	International Corporate Finance	FMV	P	Exm E	6	eng	hP	1	N	Se Thu 11:00-12:30 SB 409 Every week Le Thu 09:15-10:45 SB 409 Every week	02/01/2025 09:40:56	
☐	🔴	2MO451	International Marketing	FMV	P	Exm E	6	eng	hP	1	N	Select	02/01/2025 09:40:56	

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 2024/2025

✓ Selection of timetable item was saved.

Sel.	State	Code	Course	Fac.	Oblg.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
☐	🟢	2MO454	Ethics, Responsibility and Sustainability in Business	FMV	Ⓟ	Exm E	3	eng	hP	1	N	Se Tue 14:30-16:00 SB 324 Every week	02/01/2025 09:40:56	
☐	🟢	4IT487	Information Technologies in Entrepreneurship (in English)	FIS	Ⓟ	Exm E	6	eng	hP	1	N	Se since 17.02.2025 16:15-19:30 IB 202 Le since 17.02.2025 12:45-16:00 IB 202	02/01/2025 09:40:56	
☐	🟢	2MO452	International Corporate Finance	FMV	Ⓟ	Exm E	6	eng	hP	1	N	Se Thu 11:00-12:30 SB 409 Every week Le Thu 09:15-10:45 SB 409 Every week	02/01/2025 09:40:56	
☐	🔴	2MO451	International Marketing	FMV	Ⓟ	Exm E	6	eng	hP	1	N	Select	02/01/2025 09:40:56	

Remove the selected courses

Key (click to show/hide)

Sheet information

Information	Entry
Remaining coupons	93
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 timetable item using the link in column Timetable.

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