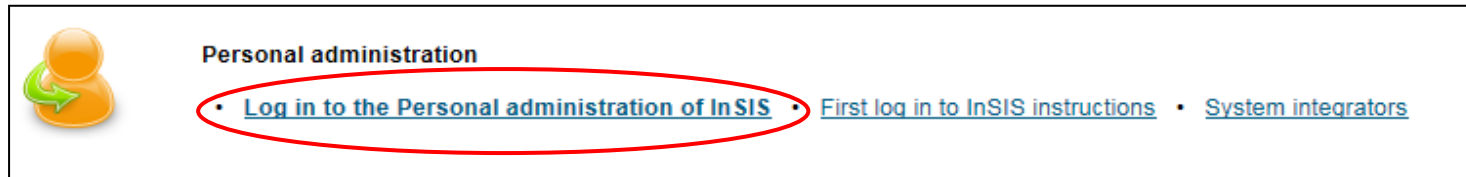


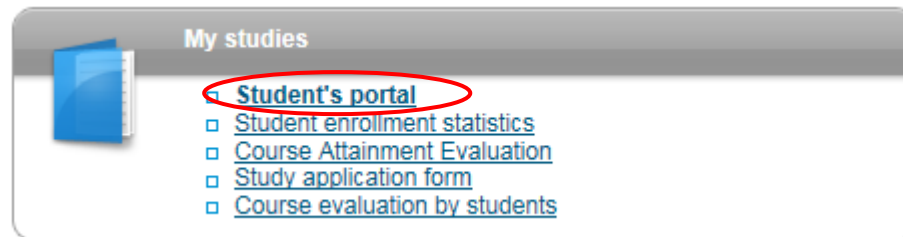
# Course Registration

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

2) Log into the system:



3) In the section “**MY COLLEGE**” 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	Programme - Field of study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses	Registration/Enrollment at VS
	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 (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"/>	2MO526	<a href="#">International Business Operations</a>	FMV	Exm E	6
<input checked="" type="checkbox"/>	2MO525	<a href="#">International Marketing Communications</a>	FMV	Exm E	6
<input checked="" type="checkbox"/>	1MU510	<a href="#">Management Accounting</a>	FFU	Exm E	6
<input checked="" type="checkbox"/>	2MO527	<a href="#">Trade Policies in Central European Countries</a>	FMV	Exm E	6

7) In column “TIMETABLE” click on “**SELECT**” and choose the time. Without this step is your registration incomplete!

#### Sheet for WS 2020/2021

Sel.	State	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		22F502	Diploma Thesis Seminar	FMV		Exm E	6	eng	hP	1		Fri 07:30-09:00 ?? (sem.)	20.06.2020 16:05:30	
<input type="checkbox"/>		2MO526	International Business Operations	FMV		Exm E	6	eng	sP	1		Select	25.06.2020 12:28:18	
<input type="checkbox"/>		2MO525	International Marketing Communications	FMV		Exm E	6	eng	sP	1		Select	25.06.2020 12:28:18	
<input type="checkbox"/>		1MU510	Management Accounting	FFU		Exm E	6	eng	sP	1		Select	25.06.2020 12:28:18	
<input type="checkbox"/>		2MO527	Trade Policies in Central European Countries	FMV		Exm E	6	eng	sP	1		Select	25.06.2020 12:28:18	

Remove the selected courses

Key: required elective optional

#### Select timetable item - International Business Operations ( 2MO526 )

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"/>	Monday	9.15-10.45	Lecture	Every week	2/25	RB 112	<u>Inq. Jaroslav Halík, MBA, Ph.D.</u>	

Sel.	Day	Time	Type	Frequency	Capacity	Room	Teacher	Note
<input checked="" type="radio"/>	Monday	11.00-12.30	Seminar	Every week	2/25	RB 112	<u>Inq. Jaroslav Halík, MBA, Ph.D.</u>	

8) Diploma thesis seminar – select the correct seminar!







- choose the slot according the **department of your supervisor**! You will find this information in InSIS – Persons at VSE

Sample: doc. Ing. Ludmila Štěrbová, CSc. – **KMEV** FMV

- seminar is virtual, it is not a problem if the slot which belongs to your supervisor is in the time conflict to any other course

- 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 “Fri 7:30-9:00 ?? (sem)...”), select different times and click “Save”:

Sheet for WS 2020/2021



Sel.	State	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		22F501	<a href="#">Diploma Thesis Seminar</a>	FMV		Exm E	3	<a href="#">eng</a>	hP	1		<a href="#">Fri 07:30-09:00 ?? (sem.)</a>	20.06.2020 16:05:30	
<input type="checkbox"/>		22F502	<a href="#">International Business Operations</a>	FMV		Exm E	6	eng	sP	1		Mon 9.15-10.45 RB 112 (lec.) Mon 11.00-12.20 RB 112 (sem.)	25.06.2020 12:28:18	

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



Sheet for WS 2020/2021




- 11) 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 (2MO525)	 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 **sV** (optional courses), **hJ** (languages).

\* Students going for the Exchange semester abroad or Double Degree (who writes the thesis at VŠE)  
register only the Diploma Thesis seminar 22F502

### Sheet for WS 2020/2021

Sel.	State	Code	Course	Fac.	Oblig.	Com.	Crd.	Lang.	Group	Category	Type	Timetable	Entered on	Prerequisites
<input type="checkbox"/>		22F502	<a href="#">Diploma Thesis Seminar</a>	FMV		Exm E	6	<a href="#">eng</a>	hP	1		<a href="#">Fri 07:30-09:00 ?? (sem.)</a>	20.06.2020 16:05:30	

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