

How to Register Courses

- 1) Choose English as the working language:




- 2) After signing into ISIS with your username and password go to “Student’s portal”:

Personal administration

Welcome to the Personal administration section of the Integrated Study Information System.

 :: [Personal data check](#)

 :: [Zápisy do vedlejších specializací na FPH p... \(FPH / Studijní informace / MF\)](#)
:: [Pozvánka na výstavu \(Fakulta informatik... / Aktuality\)](#)
:: [mimosemestrální kurz 5HP381 v angličtině \(FEPA / Studijní informace\)](#)
:: [E-Klima \(Inzerce\)](#)
:: [Fotosoutěž Z Prahy až na kraj světa... \(OZS\)](#)
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 **Public information portal**

:: [Persons at VŠE](#) :: [Department](#) :: [Study plans](#) :: [Thematic search](#) :: [Public catalogue of courses](#) ::
:: [Further information about VŠE](#)

 **My study**

:: [Student's portal](#) :: [Course Attainment Evaluation](#) :: [Course evaluation by students](#) :: [Electronic study](#)
:: [Student enrolment statistics](#)

- 3) Click on “Registration”, i.e. this icon:



- 4) First you need to **add** a course. If course is not listed, use a search window and type in the course’s code or course’s name:

You can add courses in several ways. The most common way is to search for a course typing its title or code in the box below and clicking on the “Search” button. From the list of courses select those you wish to add. Only courses available at your faculty are subjected to search. To search through all periods throughout which the event is in progress tick the “select courses from all faculties” checkbox.


Course: Select courses from all faculties Details

An easier way to register for all your required classes is through a “group” of courses assigned to your program (“oP Oborově povinný předmět” – displayed in Czech). After you click on the arrow, it should take you to the courses you should register:

Course: Select courses from all faculties Details

Groups of courses according to study plan

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

Abbreviation	Name	Category	Choose
oP	Oborově povinný předmět	1	

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Select all the courses using the checkboxes and click “Add selected courses” (note your course selection will be different from the one displayed in this screenshot):

Course: Select courses from all faculties Details

Courses in group oP

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"/>	SMS202	Europe of the 20th Century	FMV	Exm	4
<input checked="" type="checkbox"/>	4IT102	Informatics	FIS	Exm	4
<input checked="" type="checkbox"/>	MO_544	International Trade and Monetary Relations	FMV	Crd	2
<input checked="" type="checkbox"/>	SMS205	Public International Law - General Part	FMV	Exm	2
<input checked="" type="checkbox"/>	POL415	Theoretical Basis of Political Science	FMV	Exm	2
<input checked="" type="checkbox"/>	SMS209	Theories of International Relations	FMV	Exm	2

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5) Next, you need to **select** timetables for all your added courses. Without making the timetable selection your registration might not be valid. Note all courses have both lectures and seminars. You need to select a timetable for each type of class individually:

Select timetable item - Diploma Seminar (SMS417)

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 type="radio"/>	Monday	14:30-16:00	Seminar	Every week	12/20	SB 234	Ing. Jana Peterková, Ph.D.	
<input checked="" type="radio"/>	Monday	16:15-17:45	Seminar	Every week	6/20	SB 234	Ing. Jana Peterková, Ph.D.	

Save

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6) Done 😊