

Ho Chi Minh City, 2 May 2018

## ANNOUNCEMENT

**Regarding: Additional enrolment for Semester 3 2017-2018**

**TO: Stage 1 students**

The International School of Business would like to announce the additional enrolment for Western Sydney Bachelor students in Semester 3 2017-2018 as follows.

1. **Enrollee:** All WS stage 1 students

2. **Online enrolment dates:**

MyISB (myisb.isb.edu.vn) from **8:00am, 4 May to 24:00pm, 5 May 2018**

3. **Enrolment requirements:**

- All students must follow the course structure and requirements.
- Students who are going to study with other batch / program or to retake any subjects are required to submit **Add-drop subjects request form** to Ms. Hoàng Anh
  - **Due:** 17:00, 11 May 2018
  - **Place:** 1<sup>st</sup> floor, 17 Pham Ngoc Thach, Ward 6, District 3, HCMC
- The forms can be downloaded [HERE](#) (Myisb.isb.edu.vn -> Forms)

4. **Enrolment instructions:**

❖ **Eduman:** You are required to do the following steps.

Step 1: Go to ISB website: [www.myisb.isb.edu.vn](http://www.myisb.isb.edu.vn)

Step 2: Log-in to Eduman using your student account (Username and password)

Step 3: Click **Enrolment** → **Normal Enrolment** and follow the instructions in the system.

Step 4: Select **Subject** -> Tick **Subject class** -> Click **Save**

Step 5: Once you have completed the enrolment, go to **Enrolment** → **Result** to check the enrolment confirmation.

More information on Eduman can be found [HERE](#)

5. **Unit withdrawal:**

- Census date, **18 May 2018**, is the official deadline for finalizing your enrolment and fees for the Semester 2 2018.
- Once this date has passed, you are committed to the units you're enrolled in. This means you will be charged tuition fees and receive a grade for all your enrolled units. If you drop any units after this date you will still need to pay tuition fees and will receive an absent fail grade.
- In order to withdraw a unit, students need to submit a withdrawal form (which can be downloaded at: <http://myisb.isb.edu.vn/?Page=giaotrinh&idLoai=39>) and all supporting documents to Ms. Hoàng Anh – Floor 1, 17 Pham Ngoc Thach, District 3, HCMC before the census date.
- Book an appointment with Ms. Hoang Anh ([hoanganh@isb.edu.vn](mailto:hoanganh@isb.edu.vn)) before coming.

## 6. Payment:

- Students have to pay the required tuition according to the tuition announcement either in cash or by bank transfer.
  - In cash: Accounting Department, 1<sup>st</sup> floor, 17 Pham Ngoc Thach Street, District 3, HCMC, from 8:00 – 12:00 & 13:00 – 17:00, Monday to Friday.
  - Bank transfer:
    - Account Name: Viện Đào tạo Quốc tế
    - Address: 17 Phạm Ngọc Thạch, Phường 6, Quận 3, TP Hồ Chí Minh
    - Account Number: 00361 00000 179 001
    - Bank: Ngân hàng TMCP Phương Đông (OCB), Chi Nhánh Gia Định
- Students who repeat the unit(s) are required to pay the retake tuition fee before submitting the Add/drop request application.

## 7. Contacts:

- Tuition fee: Ms. Bích Phương, [bichphuong@isb.edu.vn](mailto:bichphuong@isb.edu.vn)
- Eduman support: Mr. Tuấn, [tuan.nguyen@isb.edu.vn](mailto:tuan.nguyen@isb.edu.vn)
- MySR (Western sydney) support: [westerncentral.edu.au](http://westerncentral.edu.au) -> Link -> MyIT (Log in to chat online with IT support team within working hours)
- Other issues: Ms. Hoàng Anh, [hoanganh@isb.edu.vn](mailto:hoanganh@isb.edu.vn)

## 8. Notes:

- Students must check schedules on the website and attend the right classes. Students are not allowed to change the classes or units without the school's approval.
- Students who have not paid their tuition fees by the due date will have an encumbrance placed on their student records. In order to have this encumbrance removed, all outstanding fees must be paid.
- If this encumbrance is added to your account,
  - Your enrolment in the current session may be cancelled
  - You may not be able to re-enrol for the next teaching session
  - We will not issue academic documents or transcripts related to your enrolment
  - You will not be able to graduate
- Students are advised to keep a record of payment for confirmation purposes.

# COURSE SCHEDULE

## STAGE 1

No	Class	Unit	Start	End	Exam	Day	Time	Lecturer
1	AS-S218WSB-1	Academic English	21/05/2018	16/09/2018	10/09 - 16/09/2018	Tue (AM)	8:00 - 11:15	Alan Joseph Hantrnett
2	SB-S218WSB-1	Statistics for Business	21/05/2018	16/09/2018	10/09 - 16/09/2018	Mon (PM)	13:00 - 16:15	Lê Văn Chơn
3	PMk-S218WSB-1	Principles of Marketing	21/05/2018	16/09/2018	10/09 - 16/09/2018	Fri (PM)	13:00 - 16:15	Trần Hà Minh Quân
4	PA-S218WSB-1	Principles of Accounting	21/05/2018	16/09/2018	10/09 - 16/09/2018	Thu (PM)	13:00 - 16:15	Menon Manoj
5	PA-S218WSB-2	Principles of Accounting	21/05/2018	16/09/2018	10/09 - 16/09/2018	Thu (AM)	8:00 - 11:15	Menon Manoj
6	PM-S218WSB-1	Principles of Management	21/05/2018	16/09/2018	10/09 - 16/09/2018	Mon (AM)	8:00 - 11:15	Lê Thị Thanh Xuân
7	ME-S218WSB-1	Managerial Economics	21/05/2018	16/09/2018	10/09 - 16/09/2018	Wed (AM)	8:00 - 11:15	Phạm Đình Long
8	ME-S218WSB-2	Managerial Economics	21/05/2018	16/09/2018	10/09 - 16/09/2018	Wed (PM)	13:00 - 16:15	Phạm Đình Long
9	AE-S218WSB-1	Applied Econometrics	21/05/2018	16/09/2018	10/09 - 16/09/2018	Fri (AM)	8:00 - 11:15	Đoàn Anh Tuấn
10	CB-S218WSB-1	Consumer Behaviour	21/05/2018	16/09/2018	10/09 - 16/09/2018	Tue (PM)	13:00 - 16:15	Lê Nhật Hạnh
11	BC-S218WSB-1	Business Communication	21/05/2018	16/09/2018	10/09 - 16/09/2018	Wed (AM)	8:00 - 11:15	Alan Joseph Hantrnett