

Ho Chi Minh City, 07 December 2018

ANNOUNCEMENT

Regarding: The enrolment for Semester 2 2018-2019 (Term 1 2019)

TO: WS BBUS & BBC Stage 1 students

The International School of Business would like to announce the enrolment for Western Sydney Bachelor students in Semester 2 2018-2019 (so-called Term 1 2019) as follows.

1. **Enrollee:** Western Sydney BBC and BBUS students in Stage 1
2. **Online enrolment dates:**
Student are required to enroll the units from **8:00 AM, Monday 17 December to 24:00 PM Tuesday 18 December 2018** in
 - MyISB (<http://myisb.isb.edu.vn>)
3. **Enrolment requirements:**
 - All students must follow the course structure and requirements.
 - Students are strongly recommended to select the unit which are planned in the Tentative Student List
 - Students, who want to retake the unit or enroll into the unit which are not arranged in the Tentative student list, are required to lodge **Add-drop subjects request form** to Ms. Hoàng Anh before **16:00PM, 28 December 2018** at floor 6, 79 Nguyen Dinh Chieu Campus
 - The forms can be downloaded [HERE](#) (Myisb.isb.edu.vn -> Forms)
4. **Enrolment instructions:**
 - ❖ **MyISB:** You are required to do the following steps.
 - Step 1: Go to ISB website: www.myisb.isb.edu.vn
 - Step 2: Log-in to your MyISB 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 how to use MyISB can be found [HERE](#)
5. **Unit withdrawal:**
 - **Census date, 31 December 2018**, is the official deadline for finalizing your enrolment and fees for the Semester 2 2018-2019.
 - 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 [HERE](#)) and all supporting documents to Ms. Hoàng Anh – Floor 6, 79 Nguyen Dinh Chieu St., District 3, HCMC before the census date.

6. Payment:

- Students have to pay the required tuition according to the tuition announcement sent personally to the student emails either in cash or by bank transfer before **31 December 2018**.
 - In cash:
 - Place: Accounting Department, ISB
 - Address: 1st floor, 17 Pham Ngoc Thach Street, District 3, HCMC
 - Time: 8:00 – 12:00 & 13:00 – 17:00, Monday to Friday.
 - Bank transfer:
 - Account Name: Viện Đào tạo Quốc tế
 - Account Number: 00361 00000 179 001
 - Bank: Ngân hàng TMCP Phương Đông (OCB), Chi Nhánh Gia Định
 - Content: [Họ và tên sinh viên – Mã số SV] Học kỳ 2, 2018 – 2019 WS Program

7. Contacts:

- Tuition fee: Ms. Bích Phương, bichphuong@isb.edu.vn
- Eduman support: Mr. Tuấn, tuan.nguyen@isb.edu.vn
- MySR (Western sydney) support: <https://uws.service-now.com/Portal/> (Log in to chat online with IT support team within working hours)
- Other issues: Ms. Hoàng Anh, hoanganh@isb.edu.vn

8. Notes:

- Students must check schedules on the MyISB 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 (**31 December 2018**) 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 will 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.

No	Class	Unit Name	Start date	End date	Exam week	Day	Lecturer
1	AEn-S119WSB-1	Academic English	02/01/2019	21/04/2019	15/04 - 20/04/2019	Thu (AM)	Alan Joseph Hartnett
2	AEn-S119WSB-2	Academic English				Tue (AM)	Alan Joseph Hartnett
3	BC-S119WSB-1	Business Communications				Mon (AM)	John Bayarong
4	PE-S119WSB-1	Principles of Economics				Tue (AM)	Phạm Đình Long
5	PE-S119WSB-2	Principles of Economics				Fri (AM)	Phạm Đình Long
6	PE-S119WSB-3	Principles of Economics				Fri (PM)	Phạm Đình Long
7	PE-S119WSB-4	Principles of Economics				Sat (AM)	Phạm Đình Long
8	PA-S119WSB-1	Principles of Accounting				Mon (PM)	Huỳnh Ngọc Anh
9	PA-S119WSB-2	Principles of Accounting				Tue (PM)	Huỳnh Ngọc Anh
10	PA-S119WSB-3	Principles of Accounting				Wed (PM)	Huỳnh Ngọc Anh
11	PA-S119WSB-4	Principles of Accounting				Fri (PM)	Huỳnh Ngọc Anh
12	SB-S119WSB-1	Statistics for Business (11/2/2019-21/3/2019)				Mon &Thu (AM)	Võ Đức Hoàng Vũ
13	SB-S119WSB-2	Statistics for Business (11/2/2019-21/3/2019)				Mon &Thu (PM)	Võ Đức Hoàng Vũ
14	PM-S119WSB-1	Principles of Management				TBA	Douglas Foster
15	CB-S119WSB-1	Consumer Behaviour				Fri (PM)	Hồ Phú Hải
16	CB-S119WSB-2	Consumer Behaviour				Tue (PM)	Hồ Phú Hải
17	CF-S119WSB-1	Corporate Finance				Sat (PM)	Từ Thị Kim Thoa

Notes: Morning classes: from 8:00 - 11:15
 Afternoon classes: from 13:00 - 16:15