

Ho Chi Minh City, 05 September 2018

ANNOUNCEMENT

Regarding: The enrolment for Semester 1 2018-2019

TO: All WS BBUS students

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

1. **Enrollee:** All Western Sydney BBC and BBUS students

2. **Online enrolment dates:**

Stage 1:

- Students will be manually enrolled to MyISB (myisb.isb.edu.vn) on **10 September 2018** according to the school's plan.

Stage 2: Students are required to enroll in **BOTH**

- **MyISB** (<http://myisb.isb.edu.vn>): Students will be manually enrolled to MyISB on **10 September 2018** according to the school's plan.
- **MyStudentRecord** (<https://mysr.westernsydney.edu.au/connect/webconnect>): Students are required to self-enrol in this system based on the units which you are manually enrolled on MyISB before **20 September 2018**.

3. **Enrolment requirements:**

- All students must follow the course structure and requirements.
- Students must check the personal schedule on MyISB from **10 September 2018**.
- Those, who are going to change the units which the school has planned, are required to submit **Add-drop subjects request form** to Ms. Hoàng Anh
 - **Due:** 17:00, 20 September 2018
 - **Place:** 6th floor, 79 Nguyen Dinh Chieu St., Ward 6, District 3, HCMC
- The forms can be downloaded [HERE](#) (Myisb.isb.edu.vn -> Forms)

4. **Enrolment instructions:**

❖ **Eduman:**

- You are manually enrolled to MyISB as per due date above.
- After 10 September 2018, you are required to log in **MyISB** -> **Enrolment** -> **Result** to check the enrolment confirmation.
- More information on MyISB can be found [HERE](#)

❖ **MyStudentRecord:** The below basic steps need to be done:

- **Step 1:** Go to Western Sydney website: <https://www.westernsydney.edu.au/>
- **Step 2:** Sign into your My Student Record system
- **Step 3:** Select **Enrol** -> **Select your unit** -> Type the unit code -> click **Get unit**
- **Step 4:** Tick **Add** -> **Add to cart** -> **Proceed to check out** -> **Confirm**
- **Step 5:** Check your enrolment by going to **View current enrolment**. If your unit is moved to **Current units** with the status **Enrolled**, your enrolment is successful.

- More instruction on MySR enrolment is [HERE](#).

(NOTES: The correct unit code you have to choose for all units is 2018 UEH S3)

5. Unit withdrawal:

- **Census date, 12 October 2018**, is the official deadline for finalizing your enrolment and fees for the Semester 1 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 your student emails either in cash or by bank transfer before **30 September 2018**.
 - In cash:
 - Place: Accounting Department, ISB
 - Address: 1st floor, 17 Phạm Ngọc Thạch 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
 - 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
 - Content: [Họ và tên sinh viên – Mã số SV] Học kỳ 1 2018 – 2019, WS BBUS

7. Contacts:

- Tuition fee: Ms. Bích Phương, bichphuong@isb.edu.vn
- Eduman support: Mr. Tuấn, tuán.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 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.

PROPOSED COURSE SCHEDULE

Stage 1

No	Class	Unit	Start	End	Final exam	Day	Lecturer
1	AEn-S318WSB-1	Academic English	15/10/2018	23/12/2018	17/12 - 23/12/2018	Mon & Wed (AM)	Lana Grigoryeva
2	AEn-S318WSB-2	Academic English	15/10/2018	23/12/2018	17/12 - 23/12/2018	Mon & Wed (PM)	Lana Grigoryeva
3	AEn-S318WSB-3	Academic English	19/11/2018	23/12/2018	17/12 - 23/12/2018	Thu (AM & PM)	Lana Grigoryeva
4	BC-S318WSB-1	Business Communication	15/10/2018	23/12/2018	17/12 - 23/12/2018	Wed & Fri (AM)	Micheal Truman
5	PMk-S318WSB-1	Principles of Marketing	22/10/2018	23/12/2018	17/12 - 23/12/2018	Tue (AM & PM)	Phạm Hồng Hoa
6	PMk-S318WSB-2	Principles of Marketing	22/10/2018	23/12/2018	17/12 - 23/12/2018	Wed (AM & PM)	Phạm Hồng Hoa
7	PMk-S318WSB-3	Principles of Marketing	22/10/2018	23/12/2018	17/12 - 23/12/2018	Thu (AM & PM)	Phạm Hồng Hoa
8	IB-S318WSB-1	International Business	15/10/2018	23/12/2018	17/12 - 23/12/2018	Tue & Thu (AM)	Phạm Thị Bích Ngọc
9	IB-S318WSB-2	International Business	15/10/2018	23/12/2018	17/12 - 23/12/2018	Tue & Thu (PM)	Phạm Thị Bích Ngọc
10	CF-S318WSB-1	Corporate Finance	15/10/2018	23/12/2018	17/12 - 23/12/2018	Mon (PM) & Thu (AM)	Từ Thị Kim Thoa
11	AE-S318WSB-1	Applied Econometrics	15/10/2018	23/12/2018	17/12 - 23/12/2018	Mon & Sat (AM)	Lê Trung Thành

Notes:

Morning classes are from 8:00 - 11:15 AM

Afternoon classes are from 13:00 - 16:15 PM

Stage 2

No	Class	Unit	Start	End	Final exam	Day	Lecturer
1	FE-S318WSB-1	200910 Financing Enterprises	01/10/2018	23/12/2018	17/12 - 23/12/2018	Tue (AM)	Lê Thị Phương Vy
2	FE-S318WSB-2	200910 Financing Enterprises	01/10/2018	23/12/2018	17/12 - 23/12/2018	Wed (AM)	Lê Thị Phương Vy
3	BBM-S318WSB-1	200091 Business to Business Marketing	01/10/2018	23/12/2018	17/12 - 23/12/2018	Tue (AM)	Nguyễn Thúy Hằng
4	BBM-S318WSB-2	200091 Business to Business Marketing	01/10/2018	23/12/2018	17/12 - 23/12/2018	Thu (AM)	Nguyễn Thúy Hằng
5	MPP-S318WSB-1	200096 Marketing Planning Project	01/10/2018	23/12/2018	17/12 - 23/12/2018	Sat (AM)	Võ Văn Dung
6	SE-S318WSB-1	200915 The Service Enterprise	01/10/2018	23/12/2018	17/12 - 23/12/2018	Mon & Wed (AM)	Huỳnh Quang Minh
7	EFEP-S318WSB-1	200537 Economics and Finance Engagement Project	01/10/2018	23/12/2018	17/12 - 23/12/2018	Tue (AM)	Nguyễn Phong Nguyên
8	WP-S318WSB-1	200914 Working in Professions	01/10/2018	23/12/2018	17/12 - 23/12/2018	Mon (AM)	Michael Saram
9	SABV-S318WSB-1	200921 Security Analysis and Business Valuation	01/10/2018	23/12/2018	17/12 - 23/12/2018	Thu (PM)	Phan Thị Mỹ Hạnh

Notes:

Morning classes are from 8:00 - 11:15 AM

Afternoon classes are from 13:00 - 16:15 PM