

Ho Chi Minh City, 9 April 2018

ANNOUNCEMENT

Regarding: The enrolment for Semester 3 2017-2018

TO: All students

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

1. **Enrollee:** All WS BBC and WS BBUS students

2. **Online enrolment dates:**

- **Stage 1:** MyISB (myisb.isb.edu.vn) from 8:00am, 16 April to 24:00pm, 17 April 2018
- **Stage 2:** From 8:00am, 18 April to 24:00pm, 19 April 2018 in **BOTH**
 - MyISB (<http://myisb.isb.edu.vn>)
 - MyStudentRecord (<https://mysr.westernsydney.edu.au/connect/webconnect>)

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:** 1st 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
 - 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](#)
- ❖ **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 S2**)

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) 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, 1st 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
- Eduman support: Mr. Tuấn, tuan.nguyen@isb.edu.vn
- MySR (Western sydney) support: 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

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	TBA	TBA	TBA
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	TBA	TBA	TBA
4	PA-S218WSB-1	Principles of Accounting	21/05/2018	16/09/2018	10/09 - 16/09/2018	Mon (AM)	8:00 - 11:15	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	TBA	TBA	TBA
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

STAGE 2

No	Class	Unit Code	Unit Name	Start	End	Exam	Day	Time	Lecturer
1	EL-S218WSB-1	200909	Enterprise Law	21/05/2018	16/09/2018	10/09 - 16/09/2018	Sat (AM) & Thu (AM)	8:00 - 11:15	Hà Thị Thanh Bình
2	EL-S218WSB-2	200909	Enterprise Law	21/05/2018	16/09/2018	10/09 - 16/09/2018	Sat (PM) & Wed (AM)	13:00 - 16:15	Hà Thị Thanh Bình
3	IMk-S218WSB-1	200094	International Marketing	21/05/2018	16/09/2018	10/09 - 16/09/2018	Fri (AM)	8:00 - 11:15	Hồ Phú Hải
4	MPP-S218WSB-1	200096	Marketing Planning Project	21/05/2018	16/09/2018	10/09 - 16/09/2018	Fri (PM)	13:00 - 16:15	Hồ Phú Hải
5	SMM-S218WSB-1	200087	Strategic Marketing Management	21/05/2018	16/09/2018	10/09 - 16/09/2018	Wed (PM)	13:00 - 16:15	Trần Hà Minh Quân
6	MR-S218WSB-1	200592	Marketing Research	21/05/2018	16/09/2018	10/09 - 16/09/2018	Mon (AM)	8:00 - 11:15	Huỳnh Bá Chân Như
7	MR-S218WSB-2	200592	Marketing Research	21/05/2018	16/09/2018	10/09 - 16/09/2018	Fri (PM)	13:00 - 16:15	Huỳnh Bá Chân Như
8	IES-S218WSB-1	200917	Innovation, Enterprise and Society	21/05/2018	16/09/2018	10/09 - 16/09/2018	Tue (PM)	13:00 - 16:15	Michael Saram
9	IM-S218WSB-1	200819	Investment Management	21/05/2018	16/09/2018	10/09 - 16/09/2018	Tue (AM)	8:00 - 11:15	Phùng Đức Nam
10	BM-S218WSB-1	200818	Bank Management	21/05/2018	16/09/2018	10/09 - 16/09/2018	Wed (PM)	13:00 - 16:15	Phạm Phú Quốc
11	BM-S218WSB-2	200818	Bank Management	21/05/2018	16/09/2018	10/09 - 16/09/2018	Thu (PM)	13:00 - 16:15	Phạm Phú Quốc
12	EFEP-S218WSB-1	200537	Economics and Finance Engagement Project	21/05/2018	16/09/2018	10/09 - 16/09/2018	Fri (AM)	8:00 - 11:15	Phạm Nguyễn Anh Huy