

Ho Chi Minh City, 05 December 2018

ANNOUNCEMENT

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

TO: WS BBUS & BBC Stage 2 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 2

2. Online enrolment dates:

Students are required to enroll the units from **8:00 AM, Friday 14 December to 24:00 PM Sunday 16 December 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 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](#)

❖ **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 My SR enrolment is [HERE](#).

(NOTES: The correct unit code you have to choose for all units is 2019 UEH S1)

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, 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 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.

PROPOSED COURSE SCHEDULE

No	Class	Unit code	Unit Name	Start date	End date	Exam week	Day	Lecturer
1	EIM-S119WSB-1	200911	Enterprise Innovation and Markets	02/01/2019	21/04/2019	15/04 - 20/04/2019	Tue (AM)	Phạm Hồng Hoa
2	EIM-S119WSB-2	200911	Enterprise Innovation and Markets				Tue (PM)	Phạm Hồng Hoa
3	EL-S119WSB-1	200909	Enterprise Law				Sat (AM)	Hà Thị Thanh Bình
4	FIM-S119WSB-1	200048	Financial Institutions and Market				Thu (AM)	Phan Thị Mỹ Hạnh
5	IF-S119WSB-1	200055	International Finance				Wed (PM)	Vũ Việt Quảng
6	Deri-S119WSB-1	200079	Derivatives				Fri (AM)	Phạm Thị Anh Thư
7	EFEP-S119WSB-1	200537	Economics and Finance Engagement Project				Wed (AM)	Đoàn Anh Tuấn
8	DTC-S119WSB-1	200918	Design Thinking for Creativity				Wed (PM)	Michael Saram
9	BPM-S119WSB-1	200088	Brand and Product Management				TBA	Hồ Phú Hải
10	MkC-S119WSB-1	200086	Marketing Communications				Sat (AM)	Võ Văn Dung
11	MPP-S119WSB-1	200096	Marketing Planning Project				Sat (PM)	Võ Văn Dung

Notes:

Morning classes: from 8:00 - 11:15

Afternoon classes: from 13:00 - 16:15