

Ho Chi Minh City, 26 February 2017

ANNOUNCEMENT

Regarding: the enrolment for Quarter 2-2017 (HK3/2016-2017)

TO: All students

The International School of Business would like to announce the enrolment for BBus students in the Quarter 2.2017 as follows.

1. Enrollee: All BBus students

2. Online enrolment dates: From 8:00 on **7 March 2017** to 24:00 on **8 March 2017**

3. Enrolment requirements:

All students must follow the course structure and requirements. Those students who are going to study with other batch or to repeat any subject are required to submit relevant form to Student Advisor before 09 March 2017.

The forms can be downloaded on online.isb.edu.vn. (or myisb.isb.edu.vn).

4. Enrolment instructions:

To enroll in a unit, you are required to do the following steps.

Step 1: Go to ISB website: www.online.isb.edu.vn

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

Step 3: Click “Đăng ký học→Đăng ký theo kế hoạch” and follow the instructions.

Step 4: Once you have completed the enrolment, go to “Đăng ký học→Kết quả đăng ký” to check the enrolment confirmation.

Step 5: Go to “Thông tin→Học phí lớp học phần”/ “Học phí đã nộp” to check the tuition information.

5. Unit withdrawal or adding, or repeating:

- In order to withdraw a unit, students need to submit a required form (which can be downloaded at: www.online.isb.edu.vn) and all related documents to Student Service Department - 17 Phạm Ngọc Thạch, Ward 6, District 3, HCMC.

Book an appointment with:

Ms. Sarah via email: bbusprogram@isb.edu.vn for K41, K42 students

Ms. Nhi via email: nhi.tran@isb.edu.vn for K39, K40 students

- While waiting for the application approval, students must go to classes as normal.
 - The deadline: **09 March 2017** for BBus students
- Any request after this date will not be considered.

6. Payment:

- Tuition for **K41, K42 students** depends on the number of units that students enroll in for the Quarter 1-2017 (HK2/2016-2017).
 - Fee per credit for Vietnamese units: 750,000VNĐ/credit.
 - Fee per credit for English units: 1,420,000VNĐ/credit.
 - Go to “Thông tin→Học phí lớp học phần” to check the tuition status after completing the payment.
 - **Payment is required to be made from 20 to 31 March 2016**

- **Pay the required tuition according to the tuition announcement on 05 January, 2017 for K39 & K40.**

Log-in to www.online.isb.edu.vn and go to “Thông tin→Học phí đã nộp” to check the tuition status after payment.

Should you have any questions about tuition fees, please do not hesitate to contact Ms. Phuong (The Accounting Department) – via Phone: 08.3823356 or Email: accounting@isb.edu.vn.

6.1. Payment method:

- Option 1: Go to Phuong Dong Bank (OCB) at 17 Pham Ngoc Thach, Ward 6, District 3, HCMC.

Deposit money to bank account: **Trường Đại học Kinh tế TP. Hồ Chí Minh**

Account number: **0036100000119009**

- Option 2: Transfer to bank account: **Trường Đại học Kinh tế TP. Hồ Chí Minh.**

Account number: **0036100000119009**

6.2. Requirements:

- Transaction content must be: Student name-Student ID-Class.
- Student must email a copy of the invoice to ISB Accounting Department after making payment. If you have any questions about tuition fees, do not hesitate to contact Ms. Phuong (The Accounting Department) – via Phone: 08.3823356 or Email: accounting@isb.edu.vn

7. 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 still own tuition fees after the tuition payment deadline (**31 March 2017**) will be eliminated from their enrolled classes.
- After payment submission, students need to keep all bank statements for payment confirmation if required.

DEAN
(Signed)
Assoc.Prof. Quan Tran

COURSE SCHEDULE

STT No.	Lớp học phần Subject code	Tên học phần Subject	HỌC/COURSE				Đăng ký Enrolled	Giảng viên Lecturer	
			Ngày bắt đầu Start date	Ngày kết thức End date	Giờ học Day	Phòng học Room			
K42 – HK3.2016-2017 (Q2.2017 từ 10/04/2017 Đến 02/07/2017)									
1	IS-DH42ISB-1	Information System	10/04/2017	02/07/2017	Mon	7:30 - 9:30	A304	55	Phạm Xuân Kiên
					Wed	7:30 - 9:30	A304		
2	IS-DH42ISB-2	Information System	10/04/2017	02/07/2017	Mon	10:00 - 12:00	A304	55	Phạm Xuân Kiên
					Wed	10:00 - 12:00	A304		
3	PE-DH42ISB-5	Principles of Economics	10/04/2017	02/07/2017	Wed	15:30 - 17:30	I101	30	Đinh Công Khải
					Fri	10:00 - 12:00	I101		
4	BC-DH42ISB-5	Business Communications	10/04/2017	02/07/2017	Mon	10:00 - 12:00	I301	30	Trần D Việt
					Wed	10:00 - 12:00	I301		
5	SB-DH42ISB-1	Statistic for Business	10/04/2017	02/07/2017	Mon	13:00 - 15:00	I401	35	Võ Tất Thắng
					Wed	13:00 - 15:00	I401		
6	SB-DH42ISB-2	Statistic for Business	10/04/2017	02/07/2017	Mon	13:00 - 15:30	I401	35	Võ Tất Thắng
					Wed	15:30 - 17:30	I401		
7	SB-DH42ISB-3	Statistic for Business	10/04/2017	02/07/2017	Tue	15:30 - 17:30	I401	35	Nguyễn Hoàng Vũ
					Fri	15:30 - 17:30	I401		
8	PM-DH42ISB-1	Principles of Management	10/04/2017	02/07/2017	Tue	7:30 - 9:30	I301	32	Nguyễn Hoàng Lê
					Thu	7:30 - 9:30	I301		
9	PM-DH42ISB-2	Principles of Management	10/04/2017	02/07/2017	Tue	10:00 - 12:00	I301	32	Nguyễn Hoàng Lê
					Thu	10:00 - 12:00	I301		
OFF: 03/07/2016 - 09/07/2016 (1 tuần)									

STT No.	Lớp học phần Subject code	Tên học phần Subject name	HỌC/ COURSE					Đăng ký Registered	Giảng viên Lecturer
			Ngày bắt đầu Start date	Ngày kết thúc End date	Giờ học Day and time		Phòng học Room		
K40 - KH3.2016-2017 (Q2.2017 từ 10/04/2017 Đến 02/07/2017)									
1	HRM-DH40ISB-2	Human Resource Management	10/04/2017	02/07/2017	Mon	07:30-09:30	I401	25	Le Thi Thanh Xuan
					Fri	07:30-09:30	I401		
2	HRM-DH40ISB-4	Human Resource Management	10/04/2017	02/07/2017	Thu	07:30-09:30	I401	25	Le Thi Thanh Xuan
					Fri	10:00-12:00	I401		
3	AE-DH40ISB-6	Applied Econometrics	10/04/2017	02/07/2017	Mon	10:00-12:00	I302	15	Doan Anh Tuan
					Thu	10:00-12:00	I302		
4	IB-DH40ISB-3	International Business	10/04/2017	02/07/2017	Mon	07:30-09:30	I201	25	Pham Thi Bich Ngoc
					Sat	10:00-12:00	I101		
5	IB-DH40ISB-4	International Business	10/04/2017	02/07/2017	Mon	10:00-12:00	I201	25	Pham Thi Bich Ngoc
					Sat	07:30-09:30	I101		
6	SMA-DH40ISB-4	Surveys & Multivariates Analysis	10/04/2017	02/07/2017	Tue	13:00-15:00	I401	30	Nguyen Hoang Vu
					Fri	13:00-15:00	I401		
7	ME-DH40ISB-4	Managerial Economics	10/04/2017	02/07/2017	Wed	13:00-15:00	I301	20	Pham Dinh Long
					Fri	13:00-15:00	I301		
8	RLCP-DH40ISB-1	The Revoluntary Lines of the Communist Party of Vietnam	10/04/2017	02/07/2017	Tue	13:00-15:00	I201	70	Hoang Xuan Son
					Thu	07:30-09:30	I201		
9	RLCP-DH40ISB-2	The Revoluntary Lines of the Communist Party of Vietnam	10/04/2017	02/07/2017	Tue	15:30-17:30	I201	70	Hoang Xuan Son
					Thu	10:00-12:00	I201		