

Ho Chi Minh City, 25 July 2019

ANNOUNCEMENT

Regarding: The enrolment for Semester 1 2019-2020 (Term 3 2019)

TO: WSU Stage 1 students

The International School of Business would like to announce the enrolment for Western Sydney Bachelor students in Semester 1 2019-2020 (so-called Term 3 2019) as follows.

1. Enrollee: Western Sydney Bachelor students in Stage 1

2. Online enrolment dates:

Students are required to enroll the units from **8:00 AM, Wednesday 31 July 2019 to 23:59 PM Thursday 01 August 2019** in **MyISB** website (<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. Tuyền before **16:00 PM, 09 August 2019** at floor 6, 79 Nguyen Dinh Chieu Campus
- The forms can be downloaded [HERE](#) (Myisb.isb.edu.vn -> Forms)

4. Enrolment instructions:

- **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, 6 September 2019**, is the official deadline for finalizing your enrolment and fees for the Semester 1 2019-2020.
- 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. Tuyền – 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 **06 September 2019**.
 - 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 Phạm Ngọc Thạch
 - Content: [Họ và tên sinh viên – Mã số SV] Học kỳ 1, 2019 – 2020 WSB Program

7. Contacts:

- Tuition fee: Ms. Bích Phương, bichphuong@isb.edu.vn
- Eduman support: Mr. Tuấn, tuan.nguyen@isb.edu.vn
- Other issues: Ms. Tuyền, tuyen.nguyen@isb.edu.vn

8. Notes:

- Students must check schedules on the MyISB website and attend the right classes.
- Without the school's approval, students are not allowed to change the classes or units.
- Students, who have not paid their tuition fees by the due date (**06 September 2019**), will be eliminated from their enrolled classes. In addition, no academic documents or transcripts will be issued.
- Students are advised to keep a record of payment for confirmation purposes.

PROPOSED SCHEDULE FOR STAGE 1

No	Class	Unit Name	Start date	End date	Exam week	Day	Lecturer
1	AEn-S319WSB-1	Academic English	09/09/2019	14/12/2019	09/12 - 14/12/2019	Mon (PM)	Jason Bednarz
2	AEn-S319WSB-2	Academic English (Intensive)				Tue & Fri (AM)	Anna Loseva
3	PMk-S319WSB-1	Principles of Marketing				Wed (PM) & Fri (AM)	Nguyễn Văn Thăng Long
4	PMk-S319WSB-2	Principles of Marketing				Mon (PM)	Hồ Phú Hải
5	PMk-S319WSB-3	Principles of Marketing				Thu (PM)	Hồ Phú Hải
6	PE-S319WSB-1	Principles of Economics				Wed (AM)	Nguyễn Thị Hoàng Anh
7	PE-S319WSB-2	Principles of Economics				Wed (PM)	Nguyễn Thị Hoàng Anh
8	PA-S319WSB-1	Principles of Accounting				Mon (AM)	Huỳnh Thị Ngọc Anh
9	PA-S319WSB-2	Principles of Accounting				Mon (PM)	Huỳnh Thị Ngọc Anh
10	PA-S319WSB-3	Principles of Accounting				Wed (PM)	Huỳnh Thị Ngọc Anh
11	PA-S319WSB-4	Principles of Accounting				Fri (AM)	Huỳnh Thị Ngọc Anh

Notes: Morning classes: from 08:00 – 11:15
 Afternoon classes: from 13:00 – 16:15

PROPOSED SCHEDULE FOR STAGE 1

No	Class	Unit Name	Start date	End date	Exam week	Day	Lecturer
12	IB-S319WSB-1	International Business (Intensive)	09/09/2019	14/12/2019	09/12 - 14/12/2019	Wed & Thu (AM)	Phạm Thị Bích Ngọc
13	HRM-S319WSB-1	Human Resource Management (start from 10 September 2019)				Tue (AM) & Fri (PM)	Lê Thị Thanh Xuân
14	HRM-S319WSB-2	Human Resource Management (start from 22 October 2019)				Tue (AM) & Fri (PM)	Lê Thị Thanh Xuân
15	BL-S319WSB-1	Business Law (Intensive)				Mon & Tue (AM) & Fri (PM)	James Weisman
16	BL-S319WSB-2	Business Law (Intensive)				Tue & Thu (PM) & Fri (AM)	James Weisman
17	CB-S319WSB-1	Consumer Behaviour (start from 14 September 2019)				Saturday (AM & PM)	Lê Nhật Hạnh
18	CB-S319WSB-2	Consumer Behaviour (start from 26 October 2019)				Saturday (AM & PM)	Lê Nhật Hạnh
19	CF-S319WSB-1	Corporate Finance				Mon (PM)	Từ Thị Kim Thoa

Notes: Morning classes: from 08:00 – 11:15
 Afternoon classes: from 13:00 – 16:15