

## ANNOUNCEMENT

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

**TO: WSB Stage 2 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 2
  2. **Enrolment requirements:**
    - Student are required to enroll the units from **8:00 AM, Tuesday 16 July 2019 to 24:00 PM Wednesday 17 July 2019 in BOTH**
      - MyISB (<http://myisb.isb.edu.vn>)
      - MyStudentRecord (<https://mysr.westernsydney.edu.au/connect/webconnect>)
    - All students must follow the course structure and requirements and 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 **16:00 PM, 26 July 2019** at floor 6, 79 Nguyen Dinh Chieu Campus
    - The forms can be downloaded [HERE](#) (Myisb.isb.edu.vn -> Forms)
  3. **Enrolment instructions:**
    - ❖ **MyISB:** You are required to do the following steps.
      - Step 1: Go to ISB website: [www.myisb.isb.edu.vn](http://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 S3)**

#### 4. Unit withdrawal:

- **Census date, 06 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. Hoàng Anh – Floor 6, 79 Nguyen Dinh Chieu St., District 3, HCMC before the census date.

#### 5. 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: 1<sup>st</sup> 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 WSU Program

#### 6. Contacts:

- Tuition fee: Ms. Bích Phương, [bichphuong@isb.edu.vn](mailto:bichphuong@isb.edu.vn)
- Eduman support: Mr. Tuấn, [tuán.nguyen@isb.edu.vn](mailto: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](mailto:hoanganh@isb.edu.vn)

#### 7. 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 (**06 September 2019**) 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 date	Day	Lecturer
1	FE-S319WSB-1	200910	Financing Enterprises	09/09/2019	14/12/2019	09/09/2019 - 14/12/2019	Tue (PM)	Lê Thị Phương Vy
2	FE-S319WSB-2	200910	Financing Enterprises				Thu (PM)	Lê Thị Phương Vy
3	WP-S319WSB-1	200914	Working in Professions				Wed (PM)	Michael Saram
4	SABV-S319WSB-1	200921	Security Analysis and Business Valuation				Tue (PM)	Nguyễn Thị Hoàng Anh
5	EFEP-S319WSB-1	200537	Economics and Finance Engagement Project				Fri (PM)	Đoàn Anh Tuấn
6	SE-S319WSB-1	200915	The Service Enterprise				Tue (AM)	Huỳnh Quang Minh
7	BBM-S319WSB-1	200091	Business to Business Marketing				Thu (AM)	Nguyễn Thúy Hằng
8	MPP-S319WSB-1	200096	Marketing Planning Project				Sat (AM)	Võ Văn Dung

**Notes:**

Morning classes: from 8:00 - 11:15

Afternoon classes: from 13:00 - 16:15