

**ANNOUNCEMENT**

**Regarding: The enrolment for Semester 1 2020-2021 (Term 3 2020)**

**TO: WSB Stage 2 students**

The International School of Business would like to announce the enrolment for Western Sydney Bachelor students in Semester 1 2020-2021 (so-called Term 3 2020) 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, Wednesday 05 August 2020 to 24:00 PM Thursday 06 August 2020 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 ONLINE** before **16:00 PM, 18 September 2020**. (Link **HERE**)
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 (MySR):** 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 course (2786 Bachelor of Business – 2020)**
    - Step 4: Click on **Select your unit** -> Type the unit code (find in the schedule table, page 3) -> click **Get unit****(NOTES:** The correct teaching period you have to choose for all units is **2020 UEH T3**)
    - Step 5: Tick **Add** -> **Add to cart** -> **Proceed to check out** -> **Confirm**
    - Step 6: 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](#).

#### 4. Unit withdrawal:

- **Census date, 18 September 2020**, is the official deadline for finalizing your enrolment and fees for the Semester 3 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 **ONLINE** (Link [HERE](#) 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 **18 September 2020**.
  - 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 Gia Định
    - Content: [Họ và tên sinh viên – Mã số SV] Học kỳ 1, 2019 – 2020 WSU Program

#### 6. Contacts:

- Tuition fee: Ms. Thảo Trần, [thao.tran@isb.edu.vn](mailto:thao.tran@isb.edu.vn)
- Eduman support: Mr. Tuấn, [tuan.nguyen@isb.edu.vn](mailto:tuan.nguyen@isb.edu.vn)
- 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 (**18 September 2020**) 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	Time	Lecturer	
1	EL-S320WSB-1	200909	Enterprise Law	21/09/2020	14/12/2020	21 - 26 /12/2020	Thu	8:00 - 11:15	Weisman James Lawrence
2	FE-S320WSB-1	200910	Financing Enterprises				Tue	12:00 - 15:15	Lê Thị Phương Vy
3	FE-S320WSB-2	200910	Financing Enterprises				Wed	12:00 - 15:15	Lê Thị Phương Vy
4	EIM-S320WSB-1	200911	Enterprise Innovation And Markets				Wed	8:00 - 11:15	Huỳnh Quang Minh
5	FIM-S320WSB-1	200048	Financial Institutions And Market				Mon	12:00 - 15:15	Đoàn Đức Minh
6	IM-S320WSB-1	200819	Investment Management				Thu	8:00 - 11:15	Phùng Đức Nam
7	WP-S320WSB-1	200914	Working In Professions				Tue	8:00 - 11:15	Nguyễn Thuý Hằng
8	SABV-S320WSB-1	200921	Security Analysis And Business Valuation				Tue	12:00 - 15:15	Nguyễn Thị Hoàng Anh
9	EFEP-S320WSB-1	200537	Economics And Finance Engagement Project				Tue	8:00 - 11:15	Đoàn Anh Tuấn
10	MR-S320WSB-1	200592	Marketing Research				Mon	8:00 - 11:15	Huỳnh Bá Chân Như
11	SE-S320WSB-1	200915	The Service Enterprise				Fri	12:00 - 15:15	Võ Thanh Hải
12	SE-S320WSB-2	200915	The Service Enterprise				Fri	15:30 - 18:45	Võ Thanh Hải
13	BBM-S320WSB-1	200091	Business To Business Marketing				Thu	8:00 - 11:15	Nguyễn Thuý Hằng
14	BBM-S320WSB-2	200091	Business To Business Marketing				Thu	15:30 - 18:45	Nguyễn Thuý Hằng
15	MPP-S320WSB-1	200096	Marketing Planning Project				Sat	8:00 - 11:15	Võ Văn Dung
16	LE-S320WSB-1	200863	Leadership And Entrepreneurship				Tue	12:00 - 15:15	Đoàn Đức Minh
17	LE-S320WSB-2	200863	Leadership And Entrepreneurship				Wed	12:00 - 15:15	Đoàn Đức Minh
18	IBS-S320WSB-1	200626	International Business Strategy				Fri	12:00 - 15:15	Peter Michael Saram