

Ho Chi Minh City, 19 March 2019

## ANNOUNCEMENT

**Regarding: The enrolment for Semester 3 2018-2019 (Term 2 2019)**

**TO: WSU Stage 1 students**

The International School of Business would like to announce the enrolment for Western Sydney Bachelor students in Semester 3 2018-2019 (so-called Term 2 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, Tuesday 02 April 2019 to 23:59 PM Wednesday 03 April 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, 19 April 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](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](#)

## 5. Unit withdrawal:

- **Census date, 10 May 2019**, is the official deadline for finalizing your enrolment and fees for the Semester 3 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. 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 **10 May 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 Gia Định
    - Content: [Họ và tên sinh viên – Mã số SV] Học kỳ 3, 2018 – 2019 WSB Program

## 7. Contacts:

- Tuition fee: Ms. Bích Phương, [bichphuong@isb.edu.vn](mailto:bichphuong@isb.edu.vn)
- Eduman support: Mr. Tuấn, [tuan.nguyen@isb.edu.vn](mailto:tuan.nguyen@isb.edu.vn)
- Other issues: Ms. Tuyền, [tuyen.nguyen@isb.edu.vn](mailto: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 (**10 May 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 COURSE SCHEDULE STAGE 1**

No	Class	Unit Name	Start date	End date	Exam week	Day	Lecturer
1	AEn-S219WSB-1	Academic English	13/05/2019	18/08/2019	12/08 - 17/08/2019	Wed (PM)	Adam Bloom
2	BC-S219WSB-1	Business Communications				Mon (AM)	John Basihan Bayarong
3	BC-S219WSB-2	Business Communications				Mon (PM)	John Basihan Bayarong
4	PM-S219WSB-1	Principles of Management				Tue (AM)	Phan Thị Minh Thu
5	PM-S219WSB-2	Principles of Management				Wed (AM)	Phan Thị Minh Thu
6	PM-S219WSB-3	Principles of Management				Thu (AM)	Phan Thị Minh Thu
7	SB-S219WSB-1	Statistics for Business (Intensive)				Tue (PM), Thu (PM)	Võ Đức Hoàng Vũ
8	SB-S219WSB-2	Statistics for Business (Intensive)				Wed (PM), Fri (PM)	Võ Đức Hoàng Vũ
9	SB-S219WSB-3	Statistics for Business (Intensive)				Mon (AM), Fri (AM)	Võ Đức Hoàng Vũ
10	PMk-S219WSB-1	Principles of Marketing				Thu (AM)	Hồ Phú Hải
11	PMk-S219WSB-2	Principles of Marketing				Thu (PM)	Hồ Phú Hải
12	HRM-S219WSB-1	Human Resource Management				Mon (PM)	Lê Thị Thanh Xuân
13	HRM-S219WSB-2	Human Resource Management				Wed (AM)	Lê Thị Thanh Xuân
14	CF-S219WSB-1	Corporate Finance				Mon (AM)	Từ Thị Kim Thoa
15	CF-S219WSB-2	Corporate Finance				Mon (PM)	Từ Thị Kim Thoa
16	CF-S219WSB-3	Corporate Finance				Wed (PM)	Từ Thị Kim Thoa
17	BL-S219WSB-1	Business Law				Wed (PM)	James Weisman
18	BL-S219WSB-2	Business Law				Fri (PM)	James Weisman
19	IB-S219WSB-1	International Business				Fri (PM)	Phạm Thị Bích Ngọc

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