

Ho Chi Minh City, 19 March 2019

ANNOUNCEMENT

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

TO: WSB Stage 2 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 2

2. **Enrolment requirements:**

- Students are required to enroll the units from **8:00 AM, Thursday 04 April 2019 to 23:59 PM Friday 05 April 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, 19 April 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
 - 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 S2)**

4. 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. 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 **10 May 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 Gia Định
 - Content: [Họ và tên sinh viên – Mã số SV] Học kỳ 3, 2018 – 2019 WSB Program

6. Contacts:

- Tuition fee: Ms. Bích Phương, bichphuong@isb.edu.vn
- Eduman support: Mr. Tuấn, 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

7. Notes:

- Students must check schedules on the MyISB website and attend the right classes.
- Without the school's approval, students must not 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 2

No	Class	Unit code	Unit Name	Start date	End date	Exam week	Day	Lecturer
1	EL-S219WSB-1	200909	Enterprise Law	13/05/2019	18/08/2019	12/08 - 17/08/2019	Mon (AM)	Hà Thị Thanh Bình
2	EL-S219WSB-2	200909	Enterprise Law				Wed (AM)	Hà Thị Thanh Bình
3	IM-S219WSB-1	200819	Investment Management				Thu (AM)	Phùng Đức Nam
4	BM-S219WSB-1	200818	Bank Management				Fri (PM)	Lê Trung Thành
5	IES-S219WSB-1	200917	Innovation, Enterprise and Society				Wed (PM)	Michael Saram
6	SMM-S219WSB-1	200087	Strategic Marketing Management				TBC	TBC
7	MR-S219WSB-1	200592	Marketing Research				Tue (AM)	Huỳnh Bá Chân Như
8	IMk-S219WSB-1	200094	International Marketing				Fri (PM)	Võ Thanh Hải
9	MPP-S219WSB-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