Discover how to design business solutions that enhance campus programs and services with this customizable six-course online graduate certificate.

This certificate blends business management practices with student affairs concepts, providing skills in key areas important to the business management of student affairs or auxiliary services, including:

- The finance environment within higher education,
- Historical and philosophical foundations of student affairs,
- Leadership and motivation in organizations, and
- Marketing management.

**Curriculum**

**Required courses:**
- BUS 500 – Business Systems and Processes (2 cr., fall)
- BUS 620 – Leadership and Teams (2 cr., fall)
- EDHE 660 – Financial Management in Student Affairs (2 cr., fall)
- EDHE 670 – College Student Personnel Administration (3 cr., fall)

**Electives:**
Choose one:
- BUS 614 – Accounting Concepts (2 cr.)
- BUS 626 – Managing Human Capital (2 cr., spring)
- BUS 630 – Information Management (2 cr., spring)

Choose one:
- EDHE 673 – Student Development Theory (3 cr., spring)
- EDHE 674 – Campus Ecology (3 cr., fall, spring)
- EDHE 676 – Organizational Behavior in Student Affairs (3 cr., summer)

This program can be completed in one year, by taking two classes each semester (fall, spring and summer); or in two years, by taking one class each semester (fall, spring, and summer). Completion time will vary based on the number of credits successfully completed each semester.

A class taken in this certificate program cannot be applied to another certificate program.

**Delivery**
Online

**Credits**
14-16 credits

**Tuition**
$665-998 per credit
- Includes Student Services
- Fees assessed separately
- Financial aid is available; eligibility determined on an individual basis

**Time frame**
Can be completed in 1 – 1.5 years

**Completion requirements**
Successful completion of 14-16 credits from the appropriate courses

**More info**
[online.colostate.edu/certificates/student-affairs-management](http://online.colostate.edu/certificates/student-affairs-management)

**Contact**
Joy Nyenhuis
Student Success Coach
joy.nyenhuis@colostate.edu
(970) 491-2665

(970) 491-2665  joy.nyenhuis@colostate.edu
Application Deadlines
Fall semester: **July 15**  
Spring semester: **January 2**  
Summer semester: **April 15**

1 **Review Admission Requirements**
   The online certificate requires that students have a bachelor’s degree from a regionally accredited institution.

2 **Prepare Application Materials**
   While it is not required, it is recommended that you contact us in advance of submitting application materials. Prepare the materials below and upload when you apply online.
   - **Two letters of recommendation**
     You will provide information about your recommenders in the online application. CSU will contact them with instructions and a link to a secure form they will submit on your behalf.
   - **Resume**
     Include any previous experience in student affairs, along with position titles, dates of employment, institutions, and major responsibilities.
   - **Statement of purpose**
     Describe why you are interested in the program, and discuss your long-term professional or personal goals.

3 **Complete Online Application**
   Complete the [online graduate application](#) and pay the nonrefundable application processing fee (payable online). As soon as you have completed the required information, please submit your application. Your application will not be reviewed until it is complete and all required materials have been received.
   - Choose “Student Affairs in Higher Education (Certificate) – Distance” when choosing the Program of Study. (Note: You must first select “Certificate” at the top.)

4 **Request Transcripts**
   Request one official transcript of all collegiate work completed from every institution attended, whether or not you received a degree from those institutions. Transcripts from Colorado State University are not required. Official transcripts can either be mailed in or sent as e-transcripts.
   Send e-transcripts to: [gradadmissions@colostate.edu](mailto:gradadmissions@colostate.edu)
   Send paper copies to:
   Graduate Admissions  
   Colorado State University – Office of Admissions  
   1062 Campus Delivery  
   Fort Collins, CO 80523-1062

**Check Your Application Status**
View your [application status](#) at any time to ensure your application checklist is complete or to check on updates.

**International Students**
See [website](#) for test score and transcript requirements.