

## FAQs

### Applying & Requirements:

- How do I apply to the Business Certificate?  
You can apply at any point after completing ECO 100 with a grade of C or higher.  
Submit the following to [buscert@hunter.cuny.edu](mailto:buscert@hunter.cuny.edu)
  1. Resume
    - Business format
    - Include extra-curricular activities and interests
  2. Essay of 300 - 500 words:
    - What are your professional aspirations upon graduating Hunter?
    - How will participating in the Business Certificate help you achieve these goals?

Once approved by the Business Certificate program, you will then need to submit an online Major/Minor/Certificate Declaration Form to have it show up on your Degreeworks

- Is there a deadline to apply?  
No, we accept applications on a rolling basis, so you are welcome to send over your materials whenever you have them ready.
- How many credits?  
The business certificate is 15 credits. These count towards your 120 credits for your degree
- When do the required courses run?
  - The courses typically run as follow:
  - ECO 100            Fall and Spring
  - BUS 261            Fall and Spring
  - BUS 225            Fall and Spring
  - BUS 497            Spring and Summer (8 wk)
- Is there a particular order I should take the classes?
  - There's no required order, especially as you may already have taken some of the qualifying courses even before you join. If you have flexibility, we recommend the following order as ideal:
    - ECO 100
    - BUS 261
    - BUS 225
    - BUS 497 (but see separate question on Capstone timing recommendations)
    - Elective at any point

## Eligibility:

- Is there a GPA requirement to stay in the certificate?  
We require students to maintain a 2.5 GPA on courses that count towards the certificate
- Is the business certificate only open to certain majors?  
The business certificate is open to all majors. In fact, we encourage students from all majors. Our business certification is an industry-recognized credential you can use to demonstrate abilities in different areas and bolster your resume, no matter your major, or the type of career you are looking to follow at Hunter.
- Can I take it as a graduate student (ba/ma)?  
You can apply for the business certificate as a ba/ma student but not as a graduate/continuing student.
- Am I eligible as an international student?  
International students are eligible to apply for the business certificate. You will need to comply with CPT/OPT guidelines for your internship.
- I am a pre-med or nursing student, but I am interested in learning more about business. Can I join the Certificate?  
Absolutely! We have many pre-meds who have earned the certificate. It can be helpful if you want to open your own practice one day, or if you are working in a clinical environment and want to learn more about the business side of how these organizations work

## The Certificate and Hunter Focus:

- Can I use the Business Certificate for my Hunter Focus?  
Yes!

## Cross-counting & Transferring Credits:

- If I've already done one of the courses, can I count it towards the certificate?  
Courses you've already taken can count towards the certificate. You can "double-count" a maximum of 6 credits with your major/ minor/other certificates
- I took an economics and/or accounting class at another school before I transferred to Hunter. Can I apply those courses to the Certificate?  
It might be possible! Please reach out to the business certificate team to discuss your specific situation
- I am an Accounting major, and I'm not sure how I can complete the certificate because I'm only allowed to cross-count 6 credits, and I take so many other business classes for my major?  
Come talk with us. We have worked with accounting majors to help them fit the certificate in alongside the requirements of their major.

- I wanted to do a certain course for my elective, yet degree works shows something different. What's going on?  
The registrar automatically assigns whichever class you first complete that satisfies the elective requirement.

### Exceptions to Requirements:

- I have already completed ACC 271 – do I still need to take BUS 225?  
We can allow you to count ACC 271 in lieu of BUS 225.
- There's another course I'm interested in taking that's related to business, but it isn't listed as an elective. Can I count it?  
Please reach out to us to discuss. Hunter is constantly adding new courses so we may be able to count it if it meets our requirements.

### Capstone:

- How does the Capstone and Internship course work?  
The Capstone course is designed to accompany an internship or other suitable work experience that is approved by the business certificate. The seminar-style course meets one evening a week on zoom and discusses professional topics that you can apply the next day in your work. The course is CR/NC.
- Do I need to find my own internship for the Capstone course?  
Yes, you are in charge of finding your own internship. We do, however, provide you with support working out what you might want to do, prepping your materials (resume, cover letter, LinkedIn etc.), and guiding you to various resources for finding good opportunities.
- When should I plan to take Capstone?  
It really depends – we recommend students plan on taking it the summer between sophomore and junior year, or the spring/summer between junior and senior year, so you can get most benefit from it and set yourself up well for subsequent internships or a full-time job search after graduation.
- I have a part-time job and can't afford to leave it to add an internship. What should I do?  
Talk to the Director of the Business Certificate! We can often find ways to make existing opportunities work for the Capstone requirements
- What are the requirements for a suitable internship/work experience for Capstone?
  - **Hours:** 15+ hours/week
  - **Duration:** 8+ weeks (Summer), 10+ weeks (Spring)
  - **Compensation:** Paid preferred
  - **Supervisor:** Employer point person required
  - **Work Product:** Identifiable specific project to complete
  - **Skills Mastered:** Identifiable specific skills to develop
  - **Functional Area:** Finance, Marketing, Strategy, Consulting, Tech, Operations, HR, Sales...

## **The Physical Certificate:**

- Do I get a physical certificate at the end?  
Yes, you do get a physical certificate at the end!
- When do I actually get the certificate?  
The certificate is awarded alongside your degree when you graduate.

## **Contact Us:**

- How can I make an appointment to talk to somebody?  
To make an appointment, please email [buscert@hunter.cuny.edu](mailto:buscert@hunter.cuny.edu)
- How long will it take for you to get back to me once I apply?  
We try to get back to our students within the week.

## **Resources:**

- What other resources does Hunter have to help students interested in business careers?  
The Cooperman Business Center ([link](#)) works closely with the Business Certificate program. It has a weekly newsletter ([sign up link](#)) with jobs and internships, as well as panels and other events to help students learn more about business skills and careers. In addition, the Cooperman fellowship is available for students with at least 3 semesters left and a proven interest in business careers. The CBC can also help with career coaching, resume writing, business school applications, and more. Finally, don't forget Hunter's clubs! Association of Business Students, Investment & Trading Society, Accounting Society, as well as the Macaulay Business club which is open to all students, not just Macaulays.

## **Other FAQs:**

- Is it possible to do a major, a minor, AND a certificate?  
Yes!
- Why isn't this a minor?  
Hunter does not have a full Business department, and so we are not allowed to grant a minor or major. The Certificate essentially functions as a minor.
- What happens if I don't complete all the requirements by the time I graduate?  
You will still have learned a great deal about business from the classes you have taken, but you will not earn the actual certificate.

- I am interested in a career in non-profits. How would this be helpful for me?  
While non-profits don't make profits, they DO need to bring in enough money to cover their costs so they can carry out their mission. They still need marketing, accounting, finance, HR and other business skills to run effectively. The business certificate will help you understand all of these so you can add more value to a non-profit organization.
- Do you have to be enrolled in the certificate to take Hunter's BUS classes?  
Anyone can take the BUS classes, with the one exception of BUS 497 Capstone and Internship. This course is only open to students enrolled in the Certificate.
- I only just found out about the Certificate! I'm a senior and want to know if I have time to complete it.  
It all depends on how many course slots you have left in your degree and how much time you have. Come chat with us and we can see what we can do!
- Can I take more than one elective class?  
Yes! The certificate only requires one, but you are welcome to take others too.