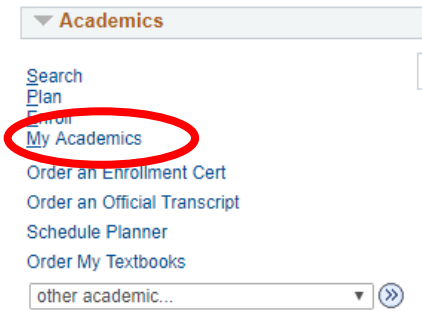
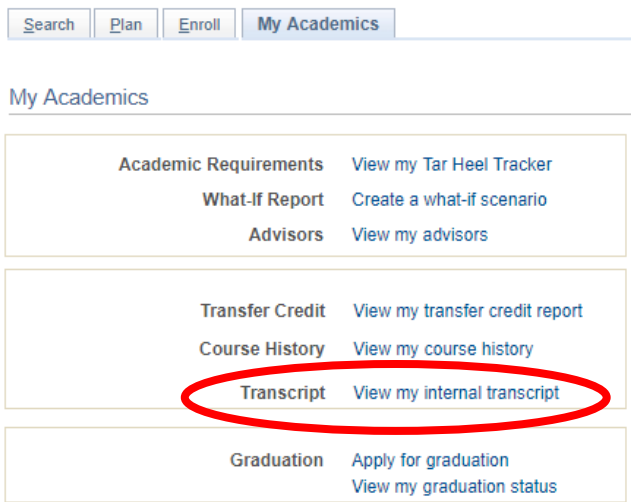


**Open Connect Carolina (you will be on the Student Center landing page):**



Click on "My Academics" in the top left section of the Student Center Page

**This will take you to the My Academics Tab Landing Page:**



Click on "view my internal transcript) in the third box of the main section

**This will open your full internal transcript:**

Your internal transcript includes a record of all your courses with grades and credit hours by semester. It will include information on your major selections and other program details. This is needed to verify that you have met the requirements to be approved for COMM 393. See image below for reference:

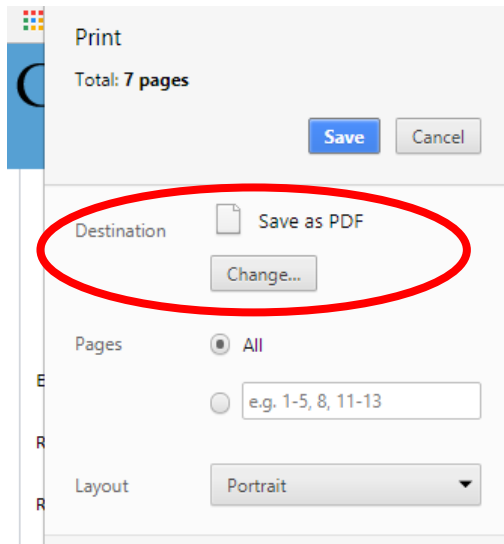
- - - - - Beginning of Undergraduate Record - - - - -

2010 Fall

ENGL	330	PERSPECT ON THE RENAISS	3.00	3.00	A-	11.100
RELI	209	VAR CHRISTIANITY	3.00	3.00	A	12.000
RELI	328	COMPARATIVE RELI	3.00	3.00	A	12.000
Course Topic(s): Religion and Colonialism						
WMST	555	WOMEN AND CREATIVITY	3.00	3.00	A	12.000
TERM GPA :		3.925	TERM TOTALS :		12.00	47.100
CUM GPA :		3.925	CUM TOTALS :		12.00	76.00
Dean's List						
Good Standing						

Right Click in  
the internal  
transcript  
body and  
select PRINT

**This will pull up the PRINTER DIALOGUE BOX:**



Set printer  
destination as  
Save to (or  
Print to) PDF

When you click the “save” or “print” button to print the file to PDF – it will generate a pdf file of your transcript that you can upload into your COMM 393 Application Form.