

**Saving a copy of your internal transcript for COMM 393 Application:**

- 1) Log into Connect Carolina
- 2) Go to your Internal Transcript
- 3) When the pop up appears showing your internal transcript - highlight all the text in the pop up
- 4) right click (with the text highlighted) and select PRINT
- 5) In the printer pop-up change the DESTINATION TO PDF (this will allow you to save the file as a pdf)
- 6) Verify that your entire transcript is showing in the left hand window and click SAVE
- 7) name the file lastname\_internal transcript.pdf
- 8) attach to the internship application