

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

- 1) Log into Connect Carolina and go to the Student Center



- 2) Go to your Internal Transcript

▼ **Academics**

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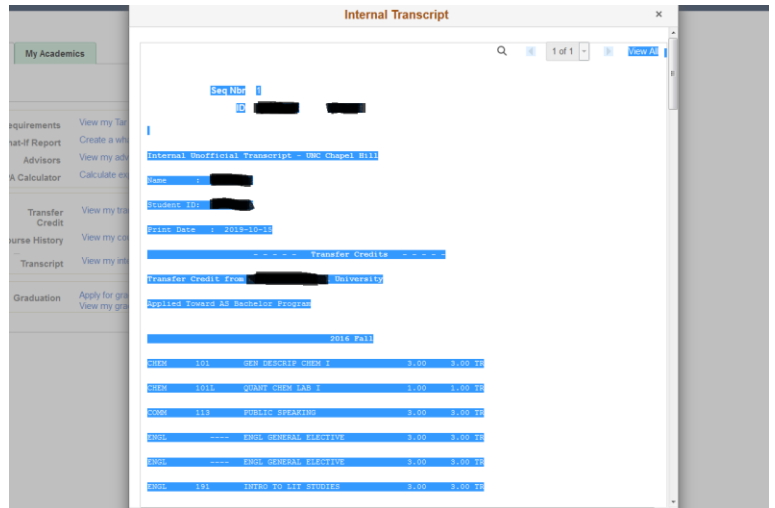
other academic... ▾

My Academics

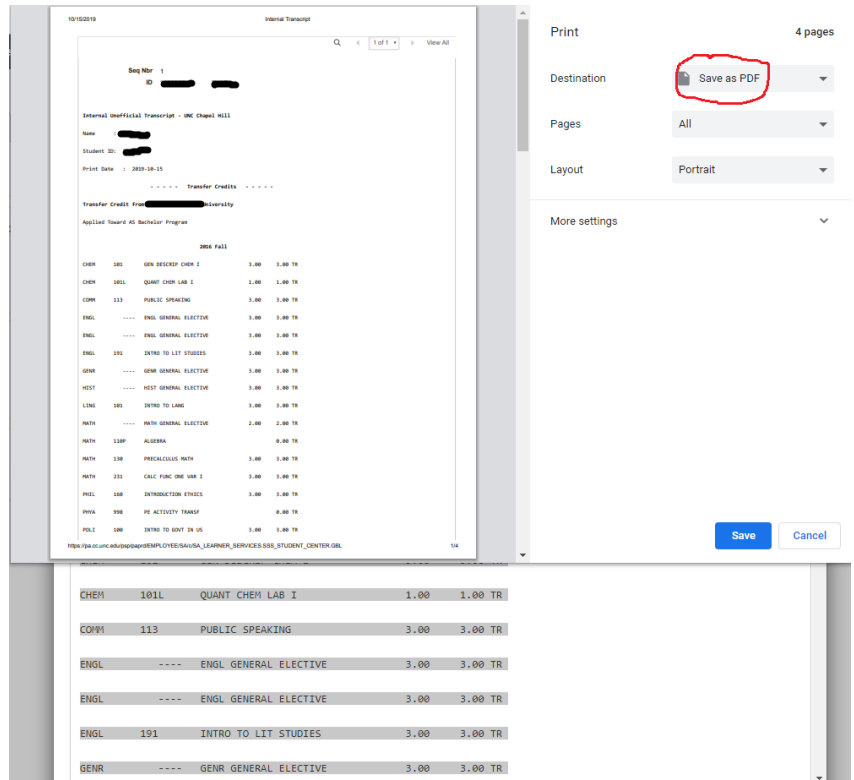
Academic Requirements	<a href="#">View my Tar Heel Tracker</a>
What-If Report	<a href="#">Create a what-if scenario</a>
Advisors	<a href="#">View my advisors</a>
GPA Calculator	<a href="#">Calculate expected or target GPA</a>
Transfer Credit	<a href="#">View my transfer credit report</a>
Course History	<a href="#">View my course history</a>
Transcript	<a href="#">View my internal transcript</a>
Graduation	<a href="#">Apply for graduation</a> <a href="#">View my graduation status</a>

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

2024 Fall

COMP	100	INTRO TO PSYF STUDIES	3.00	3.00 A-	11,100
NEW/DAU/ONE/48/2024/EMPLOYEE/SA/SA/SA/LEARNER_SERVICES/ISS/STUDENT_CENTER/06L					
10/15/2019					
COMP	230	ADV/PSY/1A PRELIM	3.00	3.00 A-	11,100
COMP	234	WRITING THE ONE-PAGE PAPER	3.00	3.00 A-	11,100
COMP	303	INTERDISCIP	3.00	3.00 A	12,600
COMP	305	ADVANCED KOREAN I	3.00	3.00 S+	9,500
TERM GPA : 3.488 TERM TOTALS : 15.00 12.00					
CMP GPA : 3.488 CMP TOTALS : 66.00 120.00 231,200					
Dean's List					
Good Standing					
2024 Spr					
AAAD	238	BLAZES IN FILM	3.00	3.00 PT	
ENGL	123	INTRO TO FICTION	3.00	3.00 A	12,600
ISST	100	SPECIAL TOPICS KOREAN	3.00	3.00 S	9,500
Course Topic(s): The Idea of Race					
The Idea of Race					
COMP	300	ADVANCED KOREAN II	3.00	3.00 S+	9,500
TERM GPA : 3.433 TERM TOTALS : 12.00 12.00 38,500					
CMP GPA : 3.444 CMP TOTALS : 66.00 120.00 231,200					
Good Standing					
2024 Fall					
CHEM	101L	QUANT CHEM LAB I	1.00	1.00 TR	
COMP	113	PUBLIC SPEAKING	3.00	3.00 TR	
ENGL	----	ENGL GENERAL ELECTIVE	3.00	3.00 TR	
ENGL	----	ENGL GENERAL ELECTIVE	3.00	3.00 TR	

- 7) name the file lastname\_internal transcript.pdf
- 8) attach to the internship application

sk (C:) Study Share (

ame: Rameses\_internal transcript

type: Adobe Acrobat Document

Save Cancel