

There is no charge for transcripts • Please allow 3-5 business days for processing

Web Official Transcript Request Instructions

- A. Go to www.pcom.edu
- B. Click on the word “NUCLEUS” in the upper right hand corner of the page.
- C. Type in your Novell Username and Password.
*If you do not remember your login or password, contact the help desk at 215-871-6110 or via e-mail at helpdesk@pcom.edu Please let them know the following:
 - Your Name and Banner ID
 - Phone Number where you can be reached
 - Program you are currently in
- D. Once you successfully log-in to Nucleus, follow the below steps:
 1. Click: “Resources” tab
 2. In the Administrative Services (Banner) box choose: “Click here to”
 3. Click the blue hypertext: “[Click this link to access Banner PCOM web services](#)”
 4. Click: “Student and Financial Aid”
 5. Click: “Student Records”
 6. Click: “Request Printed Transcript”
 7. “Issue to”, choose: “Who or where do you want your transcript sent?”
If sending to a department at PCOM, please indicate the name of department
 8. Click: “Continue”
 9. Click Transcript Type: “**Web Official**”
*Please be advised that there is a Transcript Type of ERAS – this is only to be used by 4th year DO students when making request to submit transcript for the ERAS process.**
 10. Click: “Continue”
 11. Indicate the number of copies you want to be submitted to this location.
You can list up to 2 locations to send transcripts. If more required, you must complete a new form.
 12. Click: “Submit request”