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On-Line Grade 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: “Academic Transcript”
 7. Leave select boxes set to ALL Levels and Web Official and Click “Submit”
 8. Transcript will then show on your screen.