Instructions for On-line Registration in Nucleus

A. Go to [www.pcom.edu](http://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](mailto:helpdesk@pcom.edu). Please let them know the following:
- Your Name, Banner ID and what Program you’re currently in
- Phone Number where you can be reached

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: “Registration”
6. Click: “Select Term” and select the term you are registering for then “Submit”
7. Click: “Add or Drop Classes”
   - Already know the CRN? Enter it directly in the box then click “Submit Changes”
   - Don’t know the CRN? To search for the class:
     1. Click: “Class Search”
     2. Select: The “Subject” of course(s) you want to register for.
     3. Click: “Class Search” A list of available courses will now appear.
     4. Click: In the box to the right of the Course(s) you want. A check mark will appear
     5. Click: “Register”

E. If registration is successful, you will receive a note on the screen stating “WEB REGISTERED”.

F. If registration DID NOT go through, you will receive an error message on the screen indicating the reason the course didn’t add to your schedule. Please contact the Registrar’s Office at (215) 871-6704 or via email at Registrar@pcom.edu with questions regarding errors.
   - Error Messages you may see:
     a. **PRE-REQUISITE ERROR**: You are required to take another course prior to registering for this class
     b. **CLOSED COURSE**: Course is already full and is closed to registration
     c. **MAJOR RESTRICTION**: Course has been developed for another major