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On-Line Grade Instructions

- 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 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.