**Instructions to complete Gannon and Mercyhurst Universities potential student application**

\*If a student already has an account at Gannon or Mercyhurst, they do not need to complete this step.

**Mercyhurst -** [**https://mhur.st/rci**](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fmhur.st%2frci&c=E,1,ZLQIrOa3e47_qYNVyke0cPM9QQBQyBtkx-KTuxnGj-iE1H6e-NCClGXclZoC8f8JS4pP8EWfXVWqri084xsYJiNdKQS72apo72HUE7jrSQsn&typo=1)

In order to apply for RCI at Mercyhurst University, students should fill out our [Regional Choice Initiative (RCI) Application](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fgo.mercyhurst.edu%2fregister%2f%3fid%3d73190dd8-c1a1-4fd8-b9b0-852ebb61e23c&c=E,1,FJ-aDpScBQ7PppYXk91Guvitolc9gcQlhpbbIz_g9Zjsri9-AMzsKlI_aOJTHyST37bqCeY_YVUy4WV4gA-u7B5wPm08HXEOl9vDRFUs_hrw8iz2pMzLNbu1pC4,&typo=1).  Upon filling out the form a confirmation email will be sent to the student, their guidance counselor, and RCI.  Students will then need to fill out the appropriate registration forms with RCI.

**Gannon - apply.gannon.edu**

1. Choose Dual Enrollment for High School
2. Fill out the create account form; all fields with \* are required.

*Under the heading, Dual Enrollment Information, choose the term that they will be taking dual enrollment classes and for academic program, choose RCI – courses taken at Erie County Technical School.*

1. Once on the, My Account, page select create a new application.
2. From application listing page, select Start a new dual enrollment application.
3. Select an area of interest – will be auto filled with RCI; slect start my application for this major.
4. The information provided when creating the account will auto fill the application.
5. Review academic plans, if correct, select save and continue.
6. Review name, address and phone information, if correct, select save and continue.
7. On demographics page, fill in the social security number, legal sex and birthdate as well as any other optional information, once complete select save and continue.  
   *\*Note, if the student does not know their social security number they should NOT make a number up. Rather, they should save their application and log back in to finish it when they have their number available to them.*
8. On the family page, fill in as much information as possible and then select save and continue.
9. On the academic page, they should fill in the name of the high school they attend and select save and continue.
10. On the certification page, you must select YES to all three questions and sign your name in the box.
11. Select preview submission.
12. Look over all of the information submitted, if correct select submit application.

*\*If there is an error, you can select Edit Application, fix the error and then submit.*