

Advising Procedure For Mechanical and Aerospace Engineering Graduate Students:

The Graduate Advising form is available at:
<https://www.uta.edu/academics/schools-colleges/engineering/academics/departments/mechanical-aerospace/students/gradadvising>

Steps for completing Online Advising Form:

1.) Browse the course listing available in MyMav. If you cannot decide which courses to take, consult with your supervising professor (if you have one) or your graduate faculty advisor.

- Dr. Kamesh Subbarao (AE): subbarao@uta.edu
- Dr. Ratan Kumar (ME-A-M): ratan.kumar@uta.edu
- Dr. Seiichi Nomura (ME-N-Z): nomura@uta.edu
- Wendy Ryan (AE/ME **NON-thesis**): maegradadvising@uta.edu

2.) *Download the Advising form (PDF file) to your computer,

*use Adobe Acrobat to complete

*then save it to your computer: **File name: 10-digit ID number.pdf e.g. 1001456789**

If you complete the form before downloading, the text will NOT be saved.

3.) After you have completed the advising form, send it to the correct email:

- **Thesis/Dissertation students send it to your Supervising Professor***. (allow 4 business days for processing)
 - If you are a Thesis or Dissertation student who does **not** have a supervising professor **yet**, please send your form to):
 - Dr. Kamesh Subbarao (AE): ae1@mae.uta.edu
 - Dr. Ratan Kumar (ME -A-M): me1@mae.uta.edu
 - Dr. Seiichi Nomura (ME - N-Z): me2@mae.uta.edu
- **NON-thesis students send your advising form to maegradadvising@uta.edu**
(allow 2 business days for processing)

Additional Information

- Students can register for classes and not pay until the tuition due date.
- Students **are required** to submit an advising form, **every semester**, so holds can be removed.
- Do not submit duplicate advising forms.
- Be sure of the courses requested on your advising form.
- Students are limited to 10 credit hours.
- Be sure to send the completed advising form to the **correct email account**.