

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

\*ALWAYS INCLUDE THE SECTION NUMBERS OF YOUR CHOSEN COURSES!

**\*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](mailto:ae1@mae.uta.edu)
    - Dr. Ratan Kumar (ME -A-M): [me1@mae.uta.edu](mailto:me1@mae.uta.edu)
    - Dr. Seiichi Nomura (ME - N-Z): [me2@mae.uta.edu](mailto:me2@mae.uta.edu)
- **NON-thesis students send your advising form to [maegradadvising@uta.edu](mailto: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**.