Online Advising Form Instructions

Step 1: Select Your Courses

Browse the course schedule in MyMav and decide which courses you would like to take.

If you need assistance choosing courses, contact the appropriate advisor:

Aerospace Engineering (AE)

Dr. Catherine Kilmain

catherine.kilmain@uta.edu

Mechanical Engineering (ME A - M)

Dr. Ratan Kumar

ratan.kumar@uta.edu

Mechanical Engineering (ME N - Z)

Dr. Seiichi Nomura

nomura@uta.edu

Step 2: Complete the Advising Form

1. **Download** the Advising Form (PDF) to your computer.
2. Open the form using **Adobe Acrobat**.
3. Complete all required fields and save the file to your computer.

File Naming Requirement

Save the completed form using your **10-digit student ID number** as the file name.

Example:
1001456789.pdf

Important

- **Always include the section numbers** for all courses you select.

Step 3: Submit the Advising Form

Thesis and Dissertation Students

Send your completed advising form to your **Supervising Professor for signature**.

After you have completed the advising form, submit it in the correct assignment in the **MAE Grad Advising** course in **CANVAS**

- **Mechanical Engineering (ME-A through M)**
- **Mechanical Engineering (ME-N through Z)**
- **Aerospace Engineering (AE)**

Please allow up to 2 business days for processing non-thesis students and 4 business days for processing Thesis and Dissertation students.

Additional Information

- You may register for classes before paying tuition, as long as payment is made by the tuition due date.
- An advising form must be submitted **every semester** in order to have advising holds removed.
- **Do not submit duplicate advising forms.**
- Make sure you are certain of the courses listed on your advising form before submitting it.
- Graduate students are limited to **10 credit hours** per semester.
- Be sure to send your completed form to the **correct email address** to avoid processing delays.