Wellness

Abuse Reports

Report mistreatment to Student/Trainee Learning Environment Committee

Flow chart explaining what happens after report is sent

Anonymous report to the Compliance Hotline (Call 1-800-853-9212)

Confidential conflict resolution and resource | Title IX office

Members of committee (quarter meetings)
- Dean for Graduate Medical Education, Dean for Medical Education, Dean of the Graduate School of Biomedical Sciences, Dean for Diversity Affairs, Chief Wellness Officer, Dean for Gender Equity in Science and Medicine, Title IX Coordinator, Director of the Ombuds Office, Chair of the Physician’s Wellness Committee, and The Mount Sinai Hospital’s Chief Medical Officer, plus representatives of Human Resources, students, postdoctoral fellows, and residents and clinical fellows.

Student Health

Student Health Center | studenthealth@mssm.edu | 212-241-6023 (call to make appointment)

Student health appointment schedule page

Covid Report | End-of-Isolation Attestation

STMH Student Trainee Mental Health (FREE)

Flow chart for student mental health resources

Steps to make first appointment if you want therapy or medication management

1. Select “MARC” on the Blackboard top right bar.
2. Scroll to the bottom and select “Schedule” under “Student Trainee Mental Health”.
3. Select “Intake consultation” and select the time that works best.

Leave of absence: Talk with your PI and/or MTA directors, email student affairs, (they can explain implications on pay, health insurance, etc.), and then fill out the electronic form.

Insurance

Aetna Health Insurance Member Login | 1-855-821-9713 (customer service)

MyChart Member Login (health records)

UHC Dental Insurance Member Login

UHC Vision Insurance Member Login

Office of financial service 212-241-5245
Academic

Coursework
MTAs Classes (TBC) | What to register for NEU | NEU Advanced electives
Register through Empower | Empower How-To
Link to general forms | NEU MTA student resources

Credit Transfer
- Contact kristy.dipalma@mssm.edu / hoiyan.chan@mssm.edu for Credit Transfer Form
- Form needed to be signed by program directors
- Once completed, transferred credit available under unofficial transcript in Empower

Lab Rotation
Choosing your rotation lab | Considerations for NOT joining a particular lab
Questions to ask when rotating | Rotation Guideline
Finding a faculty | NEU MTA Rotation Spreadsheet | Labs with open availability

Lab rotation goals
- Decide if the work environment is HEALTHY
- Decide if the PI/postdoc/students are a good fit for YOU
- Do not prioritize your rotation project over school work
- Average of 20 hours per week

Lab rotation logistics
- Grad school likes to see rotations that last between 6 - 8 weeks
- Rotation agreement (you fill it out and goes to PI)
- Rotation evaluation (send this link to PI)
- You need to either be in a rotation, or have declared a lab
- Until you declare a lab, you will need to submit a monthly check-in list (details to follow)

Lab Declaration
This is submitted once you have made a match and decided on a lab.
Hard Deadline: End of June, but you can declare any time before then. | PhD Roadmap

Advisor declaration form
- You fill this out once you are ready
- Matriculation = whenever you started the PhD program
- Core grades = write the letter grade for each core number (core 1: A, core 2: B, etc.)

How to tell a PI you didn’t choose their lab:
“Dear Dr. ___, I have given it a lot of thought and wanted to let you know that I have decided to continue my PhD with ______. I want to thank you for both a fun rotation experience and considering me as a prospective lab member. I’m grateful for the opportunity to connect with you and everyone else in the lab. I’ll always look forward to seeing everyone when possible and remaining friends. I hope to always be able to reach out to you for mentorship and support (if that is okay with you). Best, ____”

Trouble choosing a lab? Or facing concerns and challenges?

- Speak to George Huntley, Eric Nestler, Paul Kenny (for NEU MTA)
- Speak to Matthew O’Connell
- Speak to Marta Filizola

Once you have chosen a lab and are prepared to declare your advisory committee, fill out the Advisory Committee Selection Form.

Information Technology

Academic IT Support | ASCIT@mssm.edu | 212-241-7091
Off-campus VPN (member login)
Wi-Fi Network: MSMC-green
Wi-Fi Login: MSSMCAMPUS\userID

Finance

Contact payroll with issues regarding paycheck, direct deposit, tax withholding, etc | mshpayroll@mountsinai.org. For additional assistance with administrative or financial issues contact: gs-admin@mssm.edu or bradley.gano@mssm.edu

Stipend

Direct Deposit on Sinai Cloud
1. Find Sinai Cloud Production in the drop down menu
2. Sign in with your school/work email address
3. Click on the “Pay” button
4. Click on “Payment methods”
5. Add your bank account information

Tax

<table>
<thead>
<tr>
<th>1098-T from Sinai EMPOWER</th>
<th>W2 from Sinai Cloud</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click on “Financials”</td>
<td>1. Sign in by clicking “Sinai Cloud Production” on the drop down menu</td>
</tr>
<tr>
<td>2. Click on “1098-T”</td>
<td>2. Pay</td>
</tr>
<tr>
<td></td>
<td>3. Year-end documents</td>
</tr>
<tr>
<td></td>
<td>4. W2</td>
</tr>
</tbody>
</table>
Housing

On Campus
[Student Housing Website] | Housing Manager: [cynthia.morales@mountsinai.org] | Housing Coordinator: [asia.burton@mountsinai.org]
[Aron Hall FAQ] | [Maintenance Request] | [Rooms Transfer]

Paying rent or drop off check at Real Estate Office located at 1249 Park Avenue (9am-5pm) or at Aron Hall lobby lock-box
Utilities: contact Con Edison at 1(800)75-CONED
Emergency Contact information
- During business hours: Please contact Building Staff or the Real Estate Services at 212-659-9630
- After Hours: Notify the Rose Associates Emergency Hotline at (212) 862-1674 IMMEDIATELY
- CAMPUS SECURITY: 212-241-6068

Off Campus
[Looking for a roommate?] | [Looking for an apartment?]

Facebook Groups [NYC] [NYC 2] [Harlem] [Midtown] [Brooklyn] [Sublets] [NYU] [Other]

Lifestyle

Community
[Student Clubs ’21/’22] | [Students for Equal Opportunity in Science]
[oSTEM at Mount Sinai] | [Stonewall Alliance]
[THAW] | [Office for Diversity and Inclusion] (snacks and FREE office supply, conference room that can be reserved for studying/meetings by emailing [carmen.duran-santos@mssm.edu])

International
Michelle Sauerborn (Immigration Specialist/International Personnel)
[michelle.sauerborn@mountsinai.org, 212-241-8134 / 929-280-5255]
Sprintax tax discount from The Office of Postdoctoral Affairs ([OPA@mssm.edu])

Extra-curricular Life
Aron gym | [92nd St. Y] | [Gyms with special Sinai discounts]
[92Y classes] | [Scholarship for tuition towards classes]
Discounted tickets from [Mount Sinai Recreation]
# Contact cheatsheet

<table>
<thead>
<tr>
<th>Hold Type</th>
<th>Contact Person</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Hold</td>
<td>Jessica Maysonet</td>
<td><a href="mailto:Jessica.maysonet@mssm.edu">Jessica.maysonet@mssm.edu</a></td>
</tr>
<tr>
<td>Health Insurance Hold</td>
<td>Financial Services</td>
<td><a href="mailto:StudentFinancialServices@mssm.edu">StudentFinancialServices@mssm.edu</a></td>
</tr>
<tr>
<td>Housing Hold</td>
<td>Cynthia Morales</td>
<td><a href="mailto:cynthia.morales@mountsinai.org">cynthia.morales@mountsinai.org</a></td>
</tr>
<tr>
<td>PEAK Training</td>
<td>Enrollment Services</td>
<td><a href="mailto:EnrollmentServices@mssm.edu">EnrollmentServices@mssm.edu</a></td>
</tr>
<tr>
<td>Registrar Hold</td>
<td>Kristy DiPalma</td>
<td><a href="mailto:Kristy.DiPalma@mssm.edu">Kristy.DiPalma@mssm.edu</a></td>
</tr>
<tr>
<td>Student Billing/Bursar Hold</td>
<td></td>
<td><a href="mailto:StudentFinancialServices@mssm.edu">StudentFinancialServices@mssm.edu</a></td>
</tr>
<tr>
<td>Student Health Hold</td>
<td>Jeanifer Tang</td>
<td><a href="mailto:Jeanifer.Tang@mssm.edu">Jeanifer.Tang@mssm.edu</a></td>
</tr>
</tbody>
</table>

## STHM

<table>
<thead>
<tr>
<th>Emergency requiring immediate care</th>
<th>The Mount Sinai Hospital: Contact the psychiatrist on call through the page operator at 212-241-5581, or call the Psychiatric Emergency Service at 212-241-5637</th>
</tr>
</thead>
</table>
|                                   | Mount Sinai Beth Israel: 212-420-4614  
|                                   | Mount Sinai West: 212-523-6775  
|                                   | Mount Sinai Morningside: 212-523-3347  
|                                   | Mount Sinai South Nassau: 516-632-3000, ask for psychiatrist on call                                                      |

<table>
<thead>
<tr>
<th>Monday-Friday, 9am-5pm: Crisis, but unsure if 911 is needed</th>
<th>STHM: 212-659-8805, <a href="mailto:STHM@mssm.edu">STHM@mssm.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>After hours and on weekends: Crisis, but unsure if 911 is needed</td>
<td>WellConnect hotline: Click link, call 212-241-2400 or 1-866-640-4777 (School code: ICAHN)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>You want to be seen by STHM for therapy or medication management, either virtually or in person</th>
<th>STHM: 212-659-8805, <a href="mailto:STHM@mssm.edu">STHM@mssm.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>You want to connect with a therapist while not in New York state</td>
<td>WellConnect hotline: Click link, 212-241-2400 or 1-866-640-4777 (School code: ICAHN)</td>
</tr>
<tr>
<td>Someone in your home is struggling with a mental health concern</td>
<td>Call 212-241-2400 or 1-866-640-4777 (School code: ICAHN). This service is available to people who live with you who are not Mount Sinai students or trainees.</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

**Miscellaneous**

| Medical Education Student Affairs | student.affairs@mssm.edu |
| Graduate School Student Affairs | TheGraduateSchoolOffice@mssm.edu |
| Ombuds Office | 212-659-8848 |
| Human Resources | 212-241-4097 |
| Title IX contact | 212-241-0089 / 646-245-5934 TitleIX@mssm.edu |
| Questions about PhD program and curriculum | phd@mssm.edu |