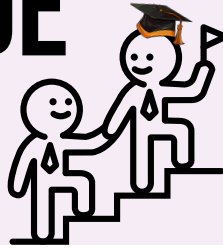


FIRST YEAR SURVIVAL GUIDE

2024-2025



HIGHLIGHTS

Academic

Coursework

Lab Rotation

Lab Declaration

Information Technology

Finance

Stipend

Tax

Housing

On Campus

Off Campus

Lifestyle

Community

International

Extra-curricular Life

Wellness

Abuse Reports

Student Health

Insurance

Contact cheatsheet

NAVIGATE TO THE [ISMMS STUDENT PORTAL](#) TO FIND LINKS TO MOST OF THE PERTINENT RESOURCES!

Note: All hyperlinks to resources are in [blue](#)

Me the first year of my PhD versus now:



Access the PhD Roadmap & milestones

here



CONTRIBUTORS: QIXIU FU, ALEXANDRA MAGEE, ADRIANA MENDEZ, ENNA SELMANOVIC, ALISSA VALENTINE, SALLY CLARIDGE, PUSHKALA JAYARAMAN, MACKENZIE HERB, ALEXA LABANCA, KEATON SONG, AND MAINTAINED BY PHD MENTORSHIP
LAST UPDATE: 2024 AUGUST (BY MACKENZIE, ALEXA, ALISSA, AND KEATON)

ACADEMIC

Coursework

- What to register for [non-neuro](#)
- What to register for [neuro](#)
 - Neuro Advanced [electives](#)
 - Neuro MTA student [resources](#)

Course-related links

- [PhD Program Roadmap and Milestones](#)
 - Use this to track your year-to-year progress
- Course registration through [Empower](#)
 - [Empower How-To](#)
- [General forms](#)

Credit Transfer

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

Lab Rotation

- [Finding a faculty](#)
- [Labs with open availability](#)
- All about lab rotations
 - [Choosing your rotation lab](#)
 - [Considerations for NOT joining a particular lab](#)
 - [Questions to ask when rotating](#)
 - [Rotation Guidelines](#)
- Previous student rotations
 - Peer Mentorship Rotation [Spreadsheet](#)
 - Neuro MTA Rotation [Spreadsheet](#)
- 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
- Logistics
 - Rotations should 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
 - Note: Until you declare a lab, you will need to submit a monthly check-in list (details to follow)

MORE QUESTIONS
ABOUT MTA-
SPECIFIC
COURSES?
CONTACT YOUR
STUDENT
MENTOR!

ACADEMIC

**NOTE: YOU MUST
DECLARE A LAB
BY END OF JUNE
OF YOUR FIRST
YEAR**

Lab Declaration

- Congrats you found a lab! What now?
 - Review: [compact for PhD Students and Preceptors](#)
 - This is a general set of guidelines to keep both students and preceptors informed of programmatic expectations
 - Both the student and preceptor must read and discuss the contents of this compact prior to the student declaring their advisor
 - This form is to provide foundational guidelines for building the student-preceptor relationship and establishing expectations
 - Fill out the [Advisor declaration form](#)
 - Only 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, Marta Filizola, or your MTA director
 - Once you have chosen a lab and are prepared to declare your thesis committee, fill out the [Advisory Committee Selection Form](#)

Information Technology

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

FINANCE & HOUSING

Paycheck

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

Stipend

- How to: direct Deposit on [Sinai Cloud](#)
 - i. Find Sinai Cloud Production in the drop down menu
 - ii. Sign in with your school/work email address
 - iii. Click on the "Pay" button -> Click on "Payment methods"
 - iv. Add your bank account information

Tax

- 1098-T from Sinai [EMPOWER](#)
 - Click on "Financials" -> Click on "1098-T"
- W2 from [Sinai Cloud](#)
 - i. Sign in by clicking "Sinai Cloud Production" on the drop down menu
 - ii. Click on the "Pay" button -> Year-end documents -> W2



Housing

On Campus

- [Student Housing Website](#)
- [Rooms Transfer](#)
- Housing Manager: cynthia.morales@mountsinai.org
- Housing Coordinator: asia.burton@mountsinai.org
- [Aron Hall FAQ](#)
 - [Maintenance Request](#)
 - [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: 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 Brooklvn Sublets NYU Other](#)

LIFESTYLE

Community

- [Student Clubs '23/'24](#)
- [WebCommons](#)
- [Subscribe to the student events calendar here](#)
- [THAW](#)
- [Office for Diversity and Inclusion \(ODI\)](#)
 - Snacks and free office supplies
 - Reservable conference room for studying/meetings
 - email carmen.duran-santos@mssm.edu
- [Students for Equal Opportunity in Sciences \(SEOS\)](#)
- [OSTEM](#) at Mount Sinai
- [Stonewall Alliance](#)

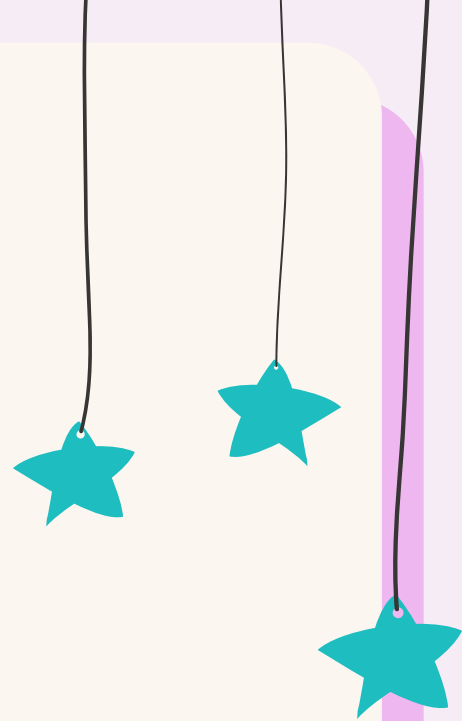
International Students

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

Extra-curricular Life

- [Aron Hall Gym](#)
 - Open to all students even if you do not live in Aron
- [92nd St. Y](#)
 - Y-pass [information](#)
 - [92Y Classes](#)
 - [Scholarship](#) for tuition toward classes
- [Gyms and Yoga + Fitness studios with Sinai Discounts](#)
- Discounted tickets from [Mount Sinai Recreation](#)
- [Childcare](#)

WANT MORE
SINAI
SPECIFIC
DISCOUNTS?
VISIT [THIS](#)
SITE



WELLNESS

Abuse Reports

- [Report](#) mistreatment to Student/Trainee Learning Environment Committee
- [Flow chart](#)
 - explains what happens after report is sent
- [Anonymous report](#) to the Compliance Hotline
 - alt. call 1-800-853-9212
- [Ombuds office](#): confidential conflict resolution and resource
- [Title IX office](#)
 - Phone: 212-540-8669 or 646-245-5934
 - e-mail: TitleIX@mssm.edu
- 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](#)

Resources

- [Wellness resources](#)
- [STMH Student Trainee Mental Health \(FREE\)](#)
 - Steps to make first appointment if you want therapy or medication management
 - Select "Tools" on the left toolbar.
 - Click "MARC/Starfish" box.
 - Scroll to the bottom and select "Schedule" under "Student Trainee Mental Health".
 - 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.)
 - Fill out the electronic [form](#)

Insurance

- Aetna Health Insurance Member [Login](#) | 1-855-821-9713 (customer service).
- UHC Dental Insurance Member [Login](#)
- UHC Vision Insurance Member [Login](#)
- MyChart Member [Login](#) (health records)
- [Office of Student Financial Services](#)
 - 212-241-5245
 - studentfinancialservices@mssm.edu
 - Annenberg 12-80

CONTACT CHEATSHEET

Student Mental Health

Emergency requiring immediate care

Monday-Friday, 9am-5pm: Crisis, but unsure if 911 is needed

After hours and on weekends: Crisis, but unsure if 911 is needed

You want to be seen by STMH for therapy or medication management, either virtually or in person

You want to connect with a therapist while not in New York state

Someone in your home is struggling with a mental health concern

Contact information

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

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

STMH: 212-659-8805, STMH@mssm.edu

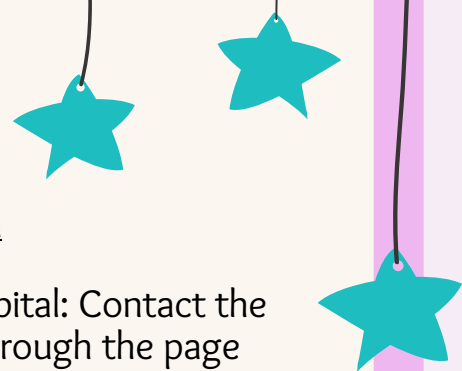
WellConnect hotline: Click link, call 212-241-2400 or 1-866-640-4777 (School code: ICAHN)

STMH: 212-659-8805, STMH@mssm.edu

WellConnect hotline: Click link, 212-241-2400 or 1-866-640-4777 (School code: ICAHN)

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.



CONTACT CHEATSHEET

Holds

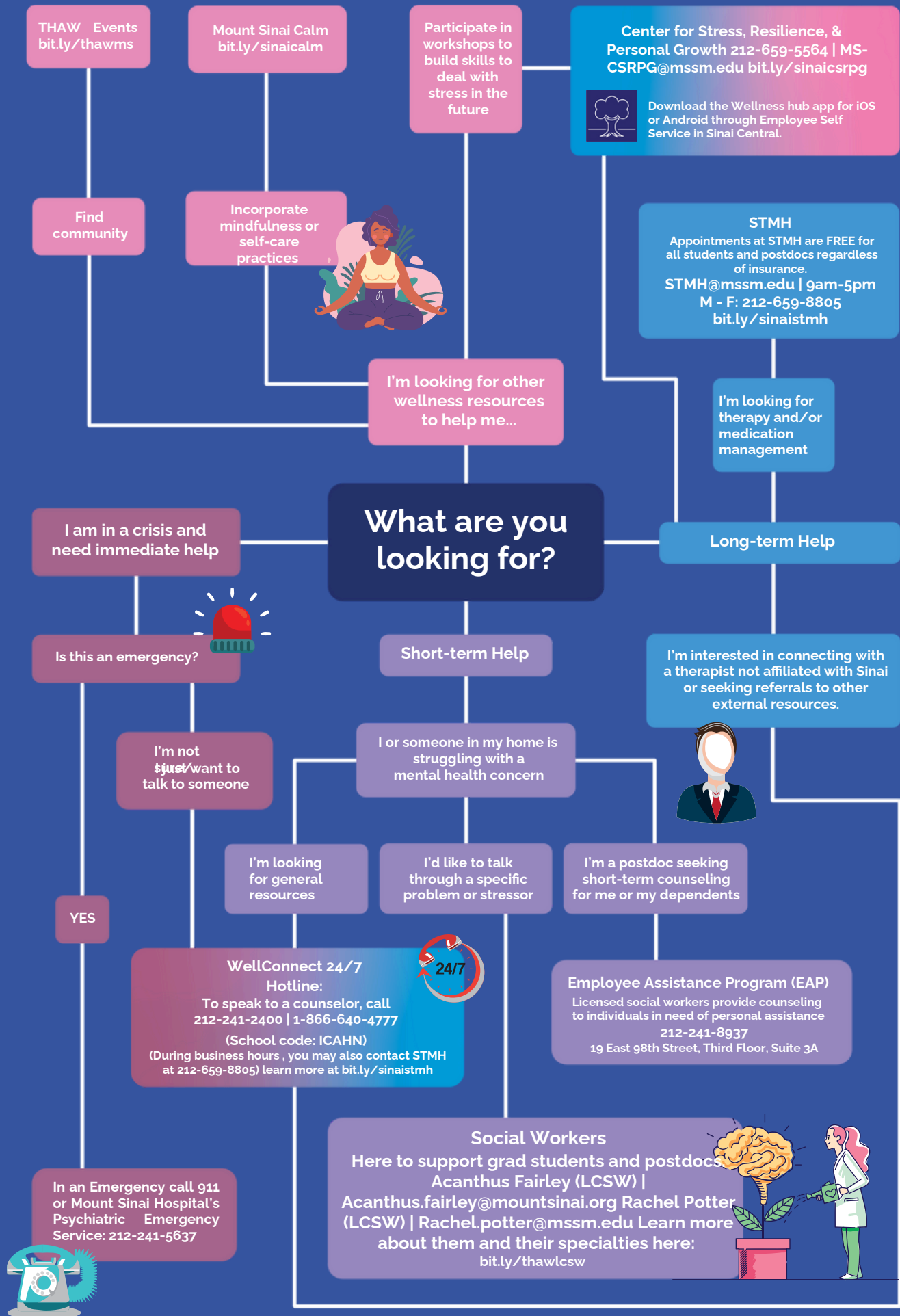
	Point of contact	Email Address
Admissions	Jessica Maysonet	Jessica.maysonet@mssm.edu
Health Insurance	Financial Services	StudentFinancialServices@mssm.edu
Housing	Cynthia Morales	cynthia.morales@mountsinai.org
PEAK Training	Enrollment Services	EnrollmentServices@mssm.edu
Registrar	Kristy DiPalma	Kristy.DiPalma@mssm.edu
Student Billing/Bursar		StudentFinancialServices@mssm.edu
Student Health	Jeanifer Tang	Jeanifer.Tang@mssm.edu

Miscellaneous

	Email Address
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/ curriculum	phd@mssm.edu

Mental Health Resources for Grad Students and Postdocs

Take this quiz to find out what well-being resources are right for you.



You can find more info and helpful resources at our THAW website: bit.ly/thawresources