**GSBSE Student Site Resources at the University of Maine**

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| **Rotations** | **Contact Person** | **Web Link/Contact** | **Other Info** |
| **Rotation Search** | Rotation Projects List | [Rotation Projects List](https://docs.google.com/spreadsheets/d/1c_pyHlpAaeS7JEjKSHPL9MyWMjWkvEtP6wJAdPUGjDc/edit#gid=0) | Safety Trainings:https://mycampus.maine.edu/group/mycampus/sm-training |
| Faculty Website List | [UMaine Faculty Website List](https://gsbse.umaine.edu/people/?filter=university-of-maine) |
| Dr. Clarissa Henry (GSBSE) | 207.581.2816clarissa.henry@maine.edu |
|  Zhen Zhang (GSBSE) | 207.581.4654zhen.zhang@maine.edu |
| **Rotation Placement** | Zhen Zhang | 207.581.4654zhen.zhang@maine.edu | Let us know! Best time is mid-rotation check-ins! |
| Dr. Clarissa Henry | 207.581.2816clarissa.henry@maine.edu |
| **Rotation Support** | Zhen Zhang | 207.581.4654zhen.zhang@maine.edu | Come to us with issues and advice! |
| Dr. Clarissa Henry | 207.581.2816clarissa.henry@maine.edu |
| **Rotation Housing** | Zhen Zhang | 207.581.4654zhen.zhang@maine.edu | We need early notice! |
| Scott Delcourt (Grad School) | delcourt@maine.edu |
| **Dissertation Lab Placement** | Zhen Zhang | 207.581.4654zhen.zhang@maine.edu | Let us know!  |
| Dr. Clarissa Henry | 207.581.2816clarissa.henry@maine.edu |
| **Payroll** | **Contact Person** | **Web Link/Contact** | **Other Info** |
| **Stipend, Insurance, Tuition, Fees****(First Years & GSBSE TAs)** | Zhen Zhang | 207.581.4654zhen.zhang@maine.edu | Forms:(1) GAAF: Stipend, Insurance, and Tuition(2) Dept Award: Fees |
| Jessica Ouellette (Grad School) | jessica.ouellette1@maine.edu |
| **Stipend, Insurance, Tuition, Fees****(Mentor Funded)** | Your Mentor &Department Admins | Student-specific | Zhen can provide support or answer questions if needed! |
| Jessica Ouellette (Grad School) | jessica.ouellette1@maine.edu |
| Zhen Zhang | 207.581.4654zhen.zhang@maine.edu |
| **Stipend, Insurance, Tuition, Fees****(T32 & Other Fellowships)** | Rebecca Kennedy (VPRDGS) | rebecca.gifford@maine.edu | Different form & process |
| Kathleen Harding-Heber (Grad School) | kathleen.hardingheber@maine.edu |
| Zhen Zhang | 207.581.4654zhen.zhang@maine.edu |
| **Health Insurance Policy Questions** | Cross Insurance | <http://www2.crossagency.com/2019-2020/>, 800.537.6444 | <https://umaine.edu/graduate/students/insurance-information/> |
| Insurance Company | Back of Insurance Card |
| **Actual Payroll** | UM Payroll | <https://mycampus.maine.edu/group/mycampus/ums-payroll> | Human Resources:<https://umaine.edu/hr/> |
| **Courses** | **Contact Person** | **Web Link/Contact** | **Other Info** |
| **First Course** **Enrollment** | Gail Mahan (Grad School) | gail.boucher1@maine.edu | Can’t do it yourself the first time! |
| Zhen Zhang | 207.581.4654zhen.zhang@maine.edu |
| **Subsequent Enrollments** | You! | [https://mainestreet.maine.edu](https://mainestreet.maine.edu/) |  Zhen is happy to help with classes that need permissions! |
| Zhen Zhang | 207.581.4654zhen.zhang@maine.edu |
| **Choosing Courses** | Student Handbook | [Link to Handbook](https://gsbse.umaine.edu/wp-content/uploads/sites/142/2019/07/GSBSE_Handbook_2019.pdf) |  |
| Zhen Zhang | 207.581.4654zhen.zhang@maine.edu |
| Dr. Clarissa Henry | 207.581.2816clarissa.henry@maine.edu |
| Your Mentor & Committee | Student-specific |
| **Video Conferencing (Links)** | Zhen Zhang | 207.581.4654zhen.zhang@maine.edu | Zoom links! |
| **Video Conferencing (Room Setup)** | Serge Drage | drage@maine.edu | Classes should be set up before you arrive! |
| University Tech Support Center | 207-581-2506techsupport@maine.edu |
| **Dissertation & Graduation** | **Contact Person** | **Web Link/Contact** | **Other Info** |
| **Apply to Graduate** | You! | [https://mainestreet.maine.edu](https://mainestreet.maine.edu/) | Remember to do so at the start of the semester!<https://umaine.edu/graduate/students/graduation/> |
| Katie Rossignol (Grad School) | kathryn.rossignol@maine.edu |
| **Dissertation & Dissertation Formatting** | Katie Rossignol (Grad School) | kathryn.rossignol@maine.edu | Attend the Grad School’s awesome Dissertation Workshops!<https://umaine.edu/graduate/students/thesis/> |
| **Letters of Status (for Post-Docs & other employers)** | Katie Rossignol (Grad School) | kathryn.rossignol@maine.edu |  |
| **Graduate School Resources** | **Contact Person** | **Web Link/Contact** | **Other Info** |
| **Front Desk – all things Grad!** | Trish Perry(Grad School) | 207.581.3291patricia.perry1@maine.edu | <https://umaine.edu/graduate/> |
| **Short-term Housing** | Trish Perry(Grad School) | 207.581.3291patricia.perry1@maine.edu | $36.30/night as of 2019 but VERY limited space |
| **Dual Degrees & Continuing Education** | Fiona Libby (Grad School) | fiona.libby@maine.edu | Director of Recruitment! |
| **Graduate Health Insurance (NON-policy related)** | Jessica Ouellette (Grad School) | jessica.ouellette1@maine.edu |  |
| **Faculty Appointments** | Zhen Zhang | 207.581.4654zhen.zhang@maine.edu | Add a non-affiliated faculty member to your committee! |
| Debbi Clements(Grad School) | debbi.clements@maine.edu |
| **Grad School DSO (Int’l)** | Debbi Clements(Grad School) | debbi.clements@maine.edu | Designated School Official |
| **Student Success Management** | Katie Rossignol (Grad School) | kathryn.rossignol@maine.edu |  |
| **General Resources** | **Contact Person** | **Web Link/Contact** | **Other Info** |
| **Counseling** | UMaine Counseling Center | <https://umaine.edu/counseling/for-students/>207-581-1392 |  |
| **Crisis Text Line** | Crisis Text Line | Text START to 741-741Or call 1-800-273-8255 | 24/7 ServiceFree and confidential |
| **Suicide Prevention Lifeline** | Suicide Prevention Lifeline | 1-800-273-8255Live chat:https://suicidepreventionlifeline.org/ | 24/7 serviceFree and confidential |
| **IT Services**  | University Tech Support Center | 207-581-2506techsupport@maine.edu | UMS account (Mainestreet, Blackboard, maine.edu email) |
| **Fogler Library** | Ask-a-Librarian for quick questionsSubject specialist librarian for in-depth assistance (varies by lab home department) | <https://library.umaine.edu/ask-a-librarian/><https://library.umaine.edu/contacts/subject-specialists/> | [Graduate Student Research Tips & Tricks](http://libguides.library.umaine.edu/grad-tips) |
| **MaineCard**  | Maine Card Service Center | 207-581-2273um.mainecard@maine.edu | Rec Center, ride the bus for free, pay for on-campus meals, and check out library books and equipment |

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| **Issues & Problems** | Zhen Zhang | 207.581.4654zhen.zhang@maine.edu | GSBSE Administrative Coordinator |
| Dr. Clarissa Henry | 207.581.2816clarissa.henry@maine.edu | GSBSE Program Director |
| Dr. Rosemary Smith | rosemary.smith@maine.edu | GSBSE 1st Year Advisor |
| Dr. Kate Beard-Tisdale | beard@spatial.maine.edu | GSBSE Steering Committee UMaine Representative |
| Katie Rossignol (Grad School) | kathryn.rossignol@maine.edu | Grad School Student Success Manager |
| Scott Delcourt | delcourt@maine.edu | Senior Associate Dean |
| Graduate Student Government | <https://umaine.edu/gsg/> |  |
| UMaine Student Life | <https://umaine.edu/studentlife/> |  |