

Important Documents to take out to TCI and MCCF:

Print These Documents for Both facilities

Quick Links



Click on the linked resources below for additional information.

Take these out a week before Semester starts

- ♦ [Current Catalog from Taft College](#)— Only print when needed (once an academic year). Found on TC website.
- ♦ [Academic Calendar](#)— Get off the Website—after the new fiscal year in July
- ♦ Add/Drop Sheets: **Make Plenty of copies**
 - [Add](#)
 - [Drop](#)
- ♦ Correspondence Forms for both Facilities: **Make Copies**
 - [TCI](#)
 - [MCCF](#)
- ♦ Book Order forms: **Make Plenty of Copies**
 - [Book Order form & Payment Instructions](#)
 - [Book Return forms](#)
- ♦ Required Booklist—This list is received from the bookstore: kstearman@taftcollege.edu or 661-763-7836
- ♦ [Lending Library List Template](#)—DE office makes and updates this list. Found in Share drive—Copy paste into this form.
- ♦ Run all Reports for both facilities—a copy for prison.
 - [Run All Reports List](#)
- ♦ Student Graduation forms:
 - [Student Candidacy for Graduation form](#)—Copies Grad Students.
 - [Transcript Request](#) — Copies for Requesting Students .