

Important Documents to take to MCCF:










Print These Documents for prison Facility

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 the Prison and Office.
 - [Run All Reports List](#)
- ♦ Student Graduation forms:
 - [Student Candidacy for Graduation form](#)—Copies Grad Students.
 - [Transcript Request](#) — Copies for Requesting Students .
-  ♦ [MCCF Lined Paper—\(Print\)](#)