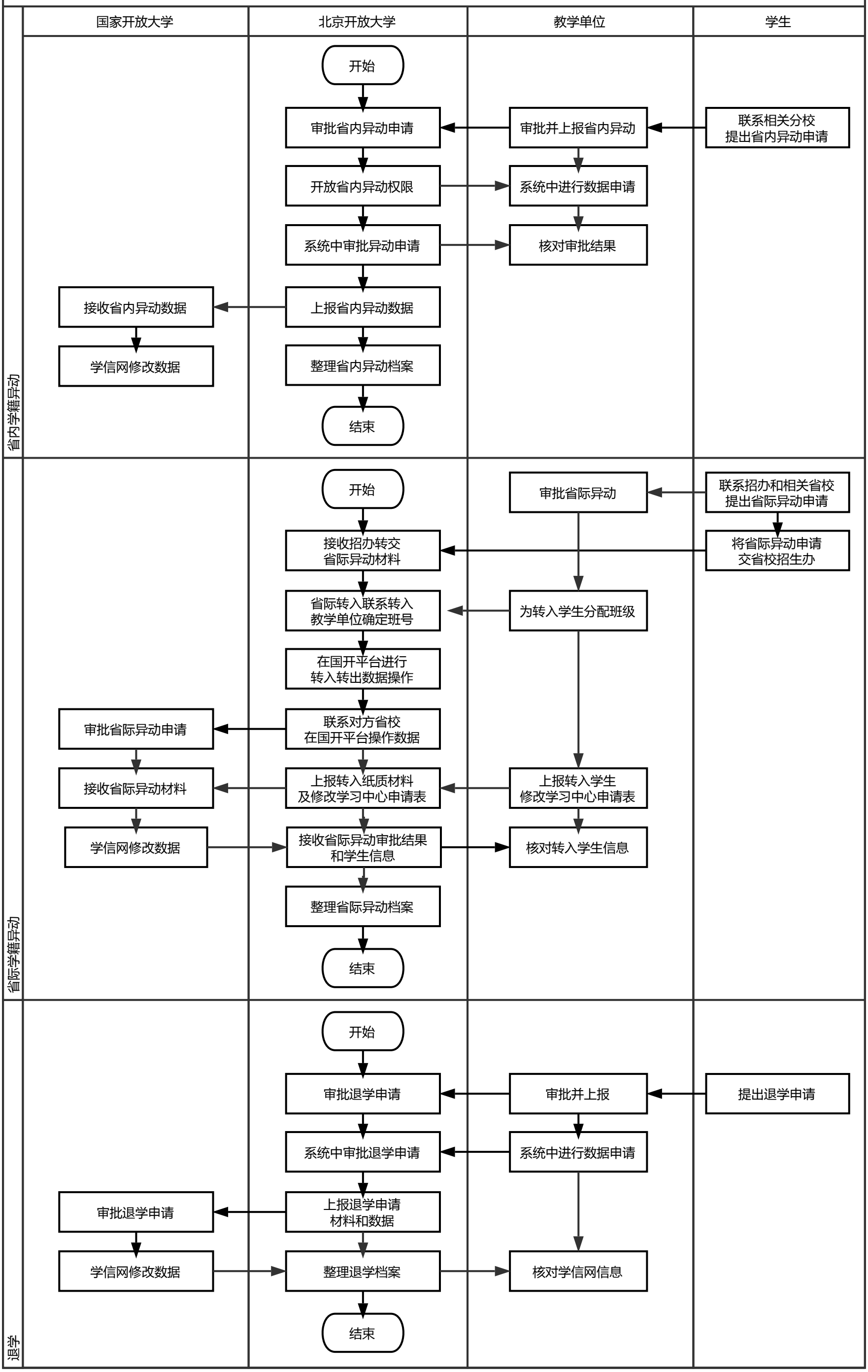3-5学籍异动工作流程图