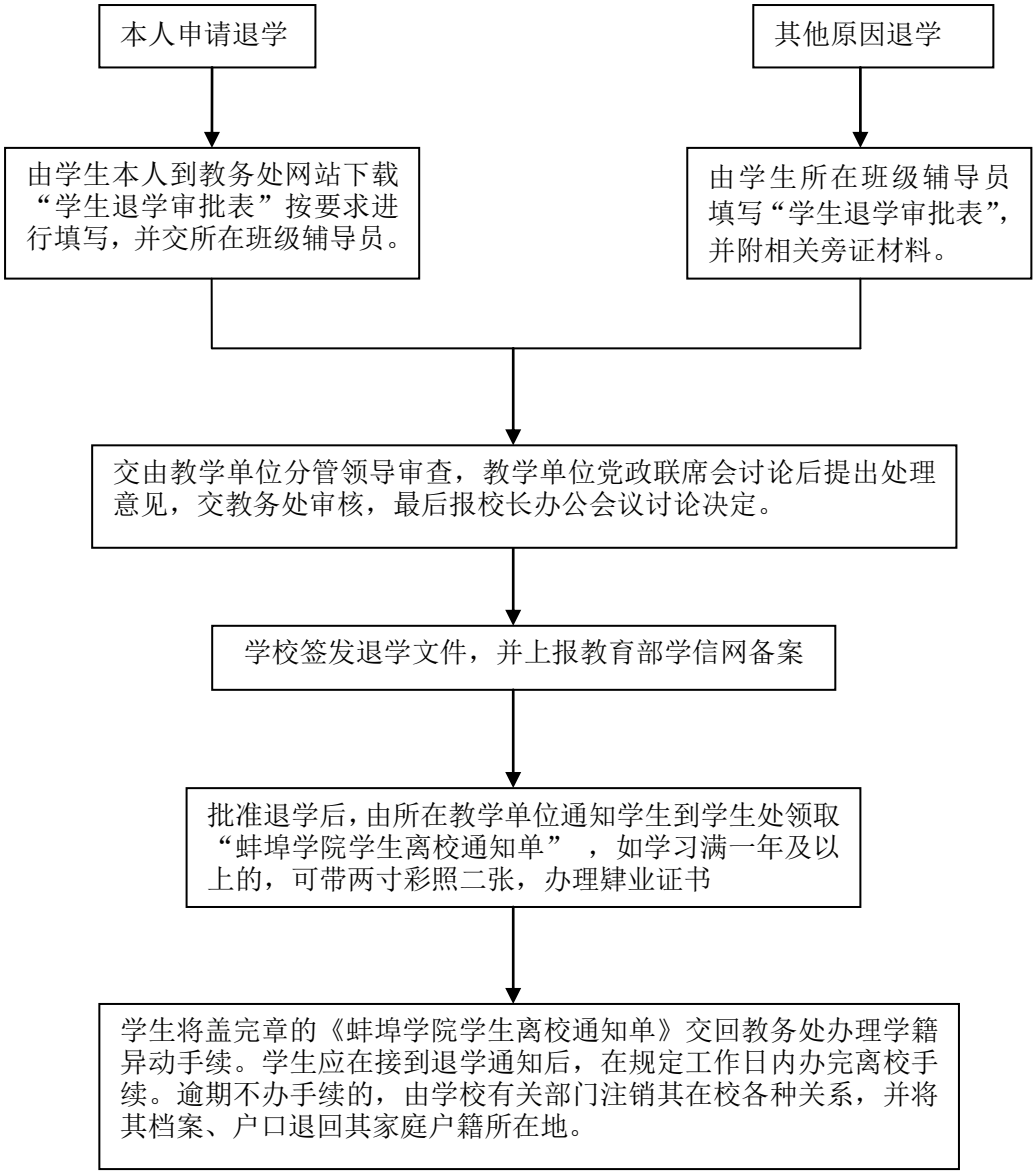学生办理退学流程（学籍管理科）