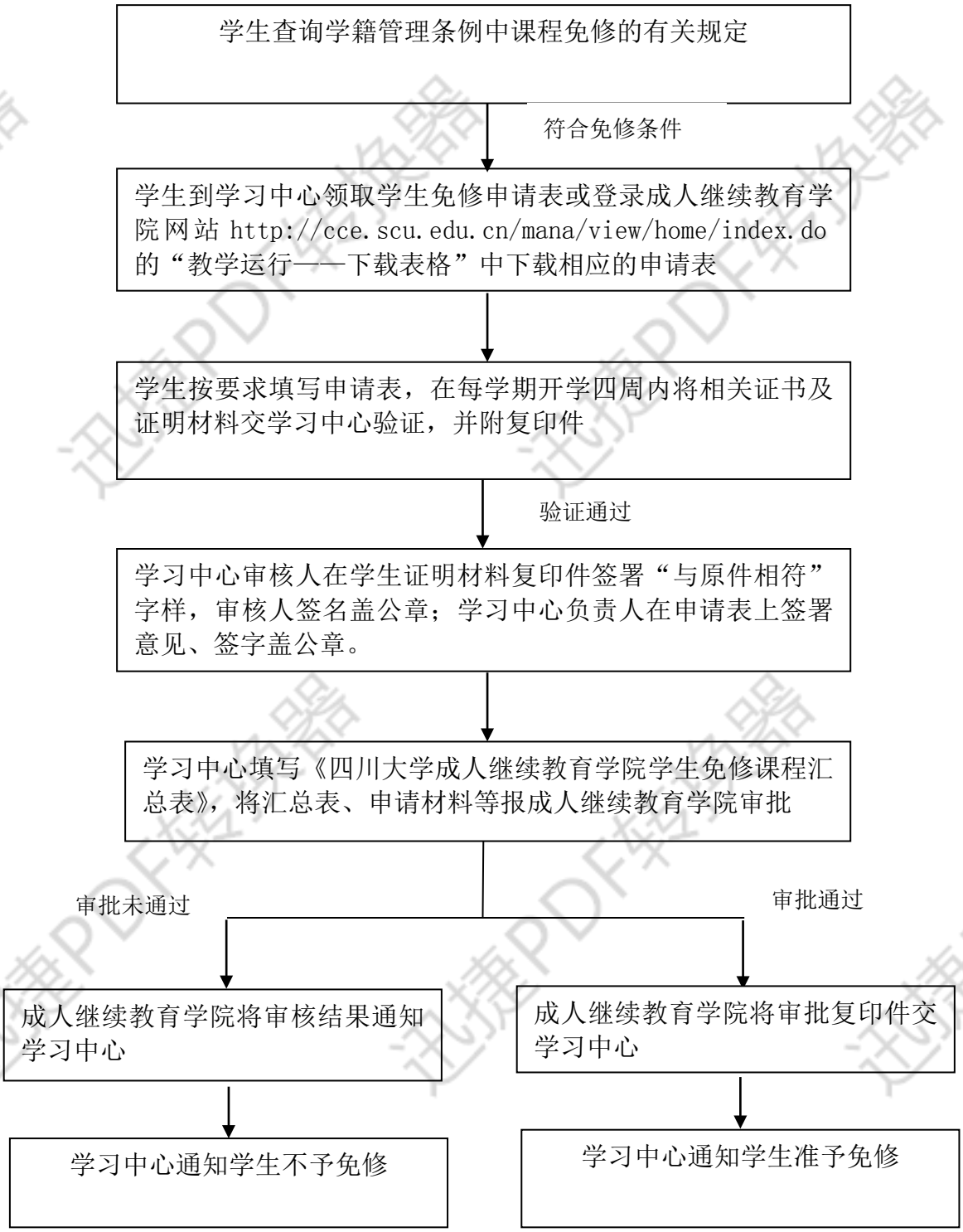现代远程教育课程免修办理流程