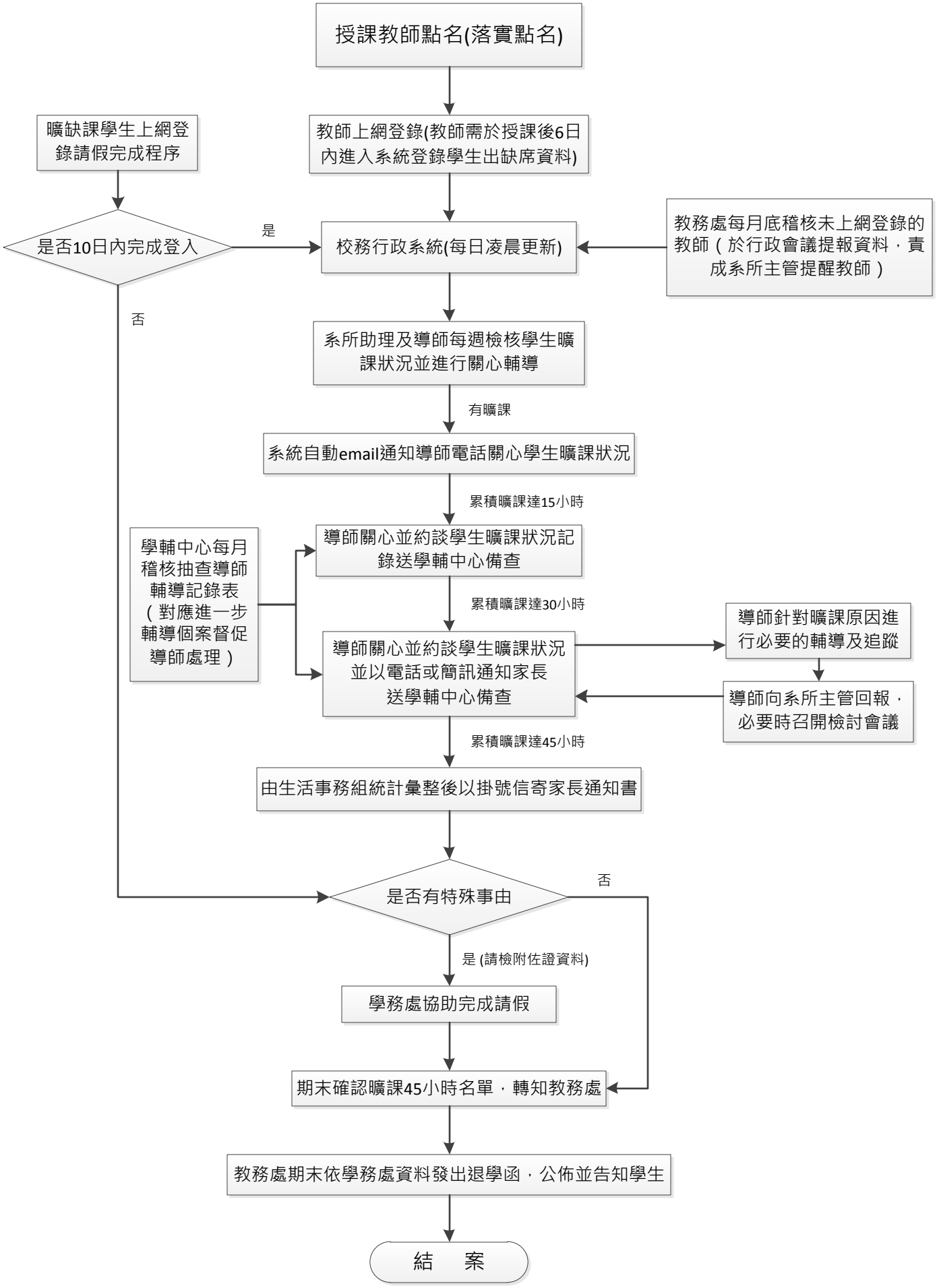南華大學關心學生曠課SOP