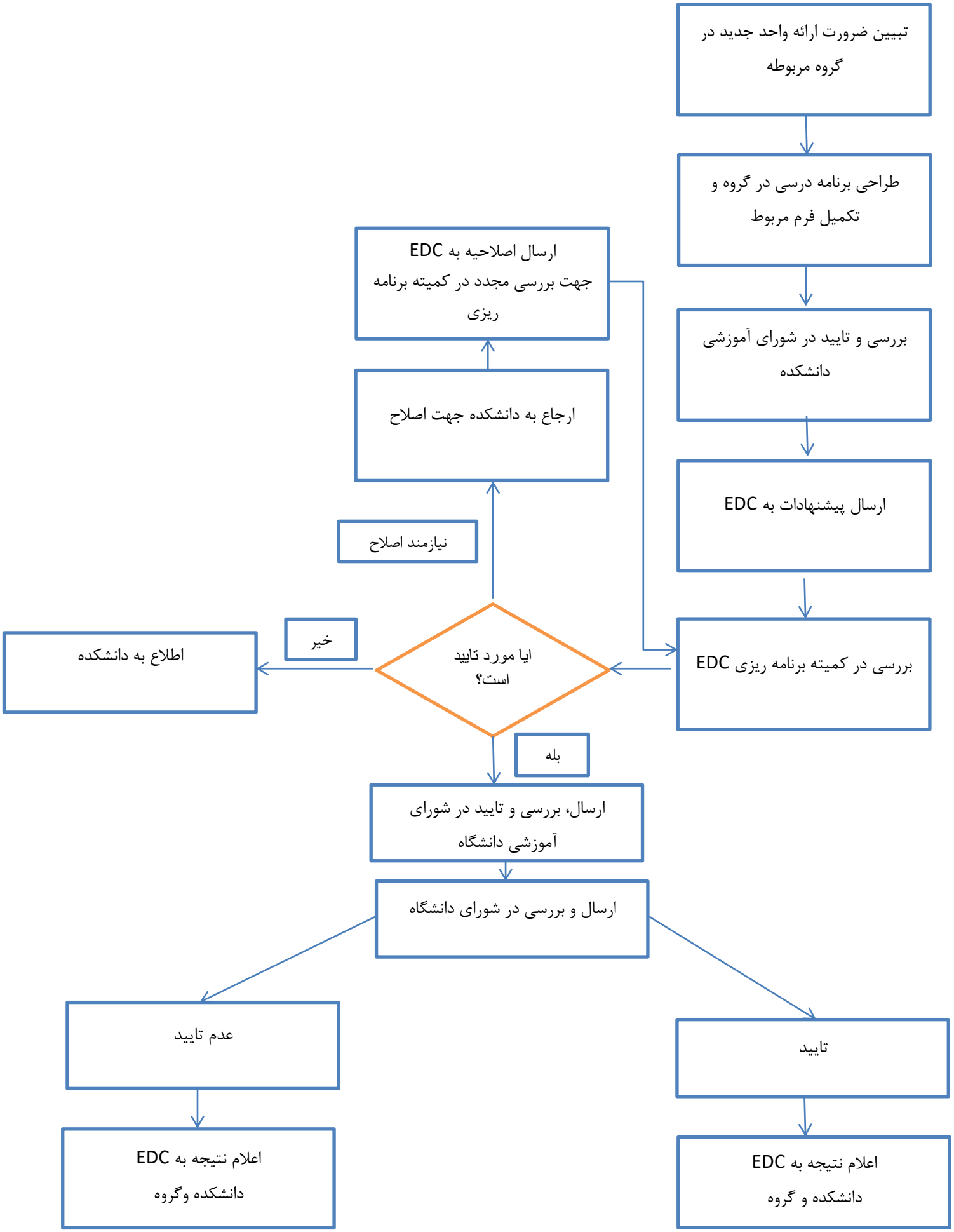فرایند پیشنهاد دروس اختیاری