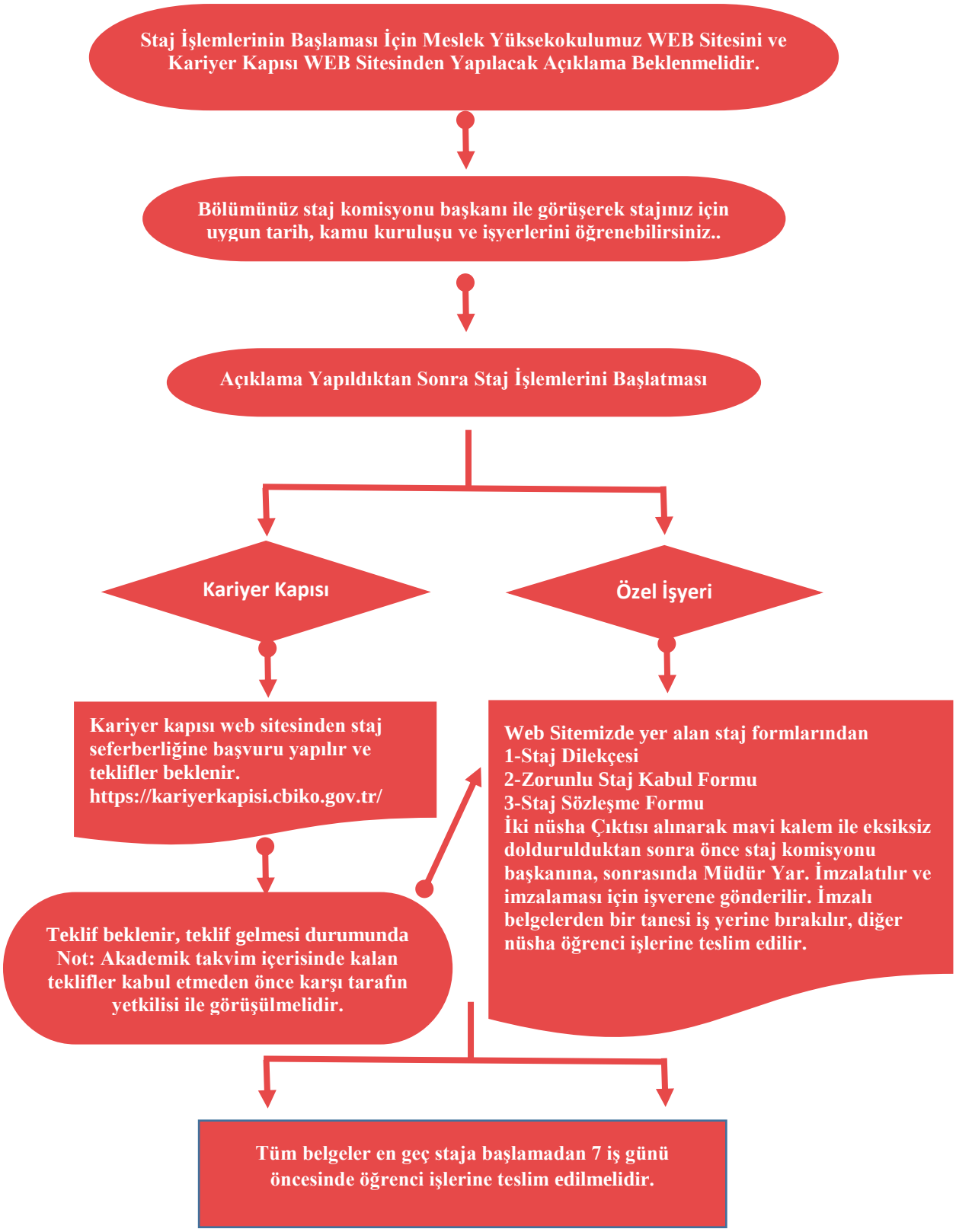Şefaatli Meslek Yüksekokulu Staj İşlemleri İş Akışı