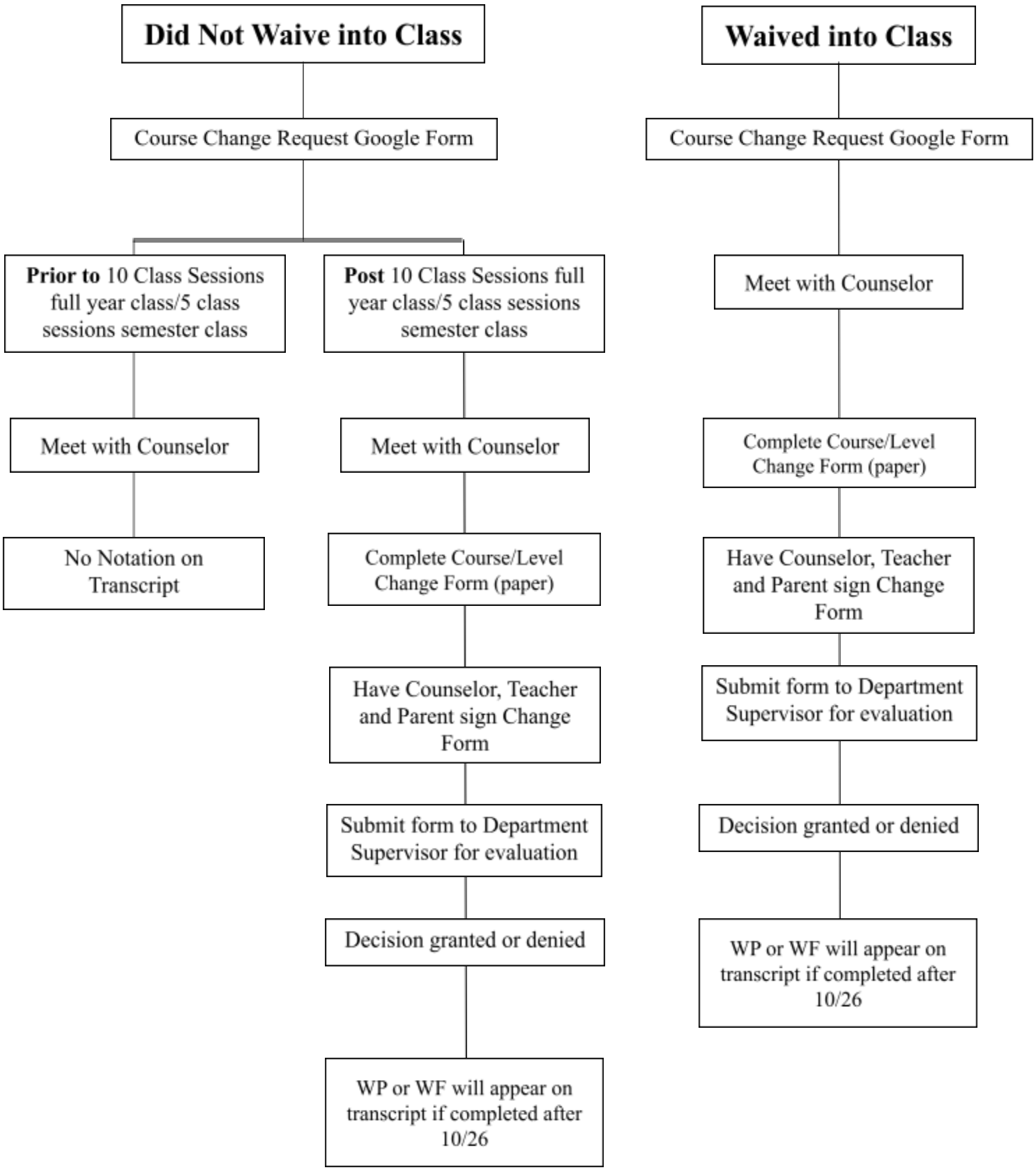MHS Course/Level Change Process